Accreditation of Colleges of Osteopathic Medicine:

Evidentiary Submission for Addressing the COCA New and Developing COM Standards

Effective July 1, 2017
Evidentiary Submission for Addressing the COCA Candidate Status Accreditation Standards

**Candidate Submission 1.1:** Program Mission

1. Provide copies of program mission / vision (optional) / goals or objectives (optional).

2. If the COM is part of a larger educational institution (parent institution), provide a copy of the parent institution’s mission statement. The documents should show last updated date (or effective date) and revision history.

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

1. Provide a copy of the charter, license, or letter of approval from all states and agencies issuing such approvals.

2. If institutionally accredited, provide a public link to where the most recent institutional accreditation documents are published.

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

1. Provide the bylaws of the governing body and a list of members, including titles, of the body.

2. Provide a copy of the policies for:
   - a. Conflict of Interest for board members, employees, and institutionally employed faculty.
   - b. Due process for all employees, students, faculty, and credentialed instructional staff.
   - c. Confidentiality of employment, student, and medical records.
   - d. Fiscal management and accountability.
   - e. Ethics, incorporating the AOA Code of Ethics.

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

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

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

1. Provide the faith-based mission for the COM.

2. Provide a copy of the non-discrimination policy and procedures for the selection of students, faculty, and staff.

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

1. Provide a copy of COM approved affiliation agreement.
Candidate Submission 2.1: Dean Qualifications

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

Candidate Submission 2.2: Full Time Dean

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

Candidate Submission 2.3: Academic and Administrative Leadership

1. Provide an organization chart that shows the leadership positions and reporting relationships.
2. Provide the current job description for each member of the administrative leadership team (Associate Deans, Assistant Deans, senior level administrators).
3. Provide a full CV for each member of the administrative leadership team who has been hired (Associate Deans, Assistant Deans, senior level administrators).
4. Provide a copy of the employee’s medical license (if a DO or MD).
5. Provide a copy of the employee’s board certification documents (if a DO or MD).
Candidate Submission 3.1: Financial Resources

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

Candidate Submission 3.2: Feasibility Study (Business Plan)

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

Candidate Submission 3.3: Escrowed Reserve Funds

1. Provide a copy of the proposed Escrow Contract
2. Provide evidence of availability of unencumbered funds equal to the escrow amount.

Candidate Submission 3.4: Operating Reserve Fund

1. Provide a copy of the proposed Operating Reserve Fund Contract
2. Provide evidence of availability of unencumbered funds equal to the operating reserve fund amount.
Candidate Submission 4.1: Facilities

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

Candidate Submission 4.2: Information Technology

1. Provide the information technology strategic plan.
Candidate Submission 6.1: Programmatic Level Educational Objectives

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

Candidate Submission 6.2: Osteopathic Core Competencies

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

Candidate Submission 6.3: Teaching Methods

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

Candidate Submission 6.4: Clinical Education

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

Candidate Submission 6.5: Clinical Affiliation Agreements

1. Complete and submit the Clinical Affiliation Agreement Table.
2. Provide a copy of all signed clinical affiliation agreements.
3. Provide a copy of all signed preceptor applications.
Candidate Submission 7.1: Faculty and Staff Resources and Qualifications

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

Candidate Submission 7.2: Faculty Appointment and Advancement

1. Provide the policies and procedures for faculty appointment and advancement.
Candidate Submission 8.1: Research and Scholarly Activity

1. Complete and submit the faculty hiring table demonstrating assignment of time for research and scholarly activity.

2. Submit the architectural plans showing space dedicated for research and scholarly activity.

3. Submit the financial pro forma demonstrating line items for research and scholarly activity funding.
Candidate Submission 9.1: Admissions Policy

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

Candidate Submission 9.2: Recruitment of Students

1. Provide at least 3 years or demographics for the COM defined region demonstrating the number of medical school applicants and matriculants.

2. Provide a proposed recruitment plan for the COM.
Candidate Submission 10.1: GME Feasibility

1. Complete and submit a GME feasibility plan that addresses the following items:
   a. An awareness of the existing GME in the region and how those positions are currently filled.
   b. The potential for GME development in the region.
   c. Demonstration of hiring plan for a position(s) dedicated to GME Development and Maintenance.
   d. Demonstration of line items in the pro forma for GME Development and Maintenance.
Candidate Submission 12.1: Incorporation of the Institution

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

Candidate Submission 12.2: Degree and Other Educational Offerings

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

Candidate Submission 12.3: Chief Executive Officer

1. Provide the current job description for the Chief Executive Officer.
2. Provide a full CV for the Chief Executive Officer.

Candidate Submission 12.4: Chief Financial Officer

1. Provide the current job description for the Chief Financial Officer.
2. Provide a full CV for the Chief Financial Officer.
Pre-Accreditation Submission 1.1: Program Mission

1. Provide copies of program mission / vision (optional) / goals or objectives (optional) and a public link to where the documents are published.

2. If the COM is part of a larger educational institution (parent institution), provide a copy of the parent institution’s mission statement. The documents should show last updated date (or effective date) and revision history.

3. Provide documentation of the revision process for the COM’s mission.

Pre-Accreditation Submission 1.2: Strategic Plan

1. Provide a copy of the COM strategic plan.

2. Provide the list of individuals who participated in the plan creation.

3. Provide a link to where the documents are published.

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

1. Provide a copy of the charter, license, or letter of approval from all states and agencies issuing such approvals.

2. Provide a public link to where the most recent institutional accreditation documents are published.

Pre-Accreditation Submission 1.4: Governance and Program Policies

1. Provide the bylaws of the governing body and a list of members, including titles, of the body.

2. Provide a copy of the policies for:
   a. Conflict of Interest for board members, employees, and institutionally employed faculty.
   b. Due process for all employees, students, faculty, and credentialed instructional staff.
   c. Confidentiality of employment, student, and medical records.
   d. Fiscal management and accountability.
   e. Ethics, incorporating the AOA Code of Ethics.

Pre-Accreditation Submission 1.5a: Non-Discrimination

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

2. Provide a public link to where the document is published.
Pre-Accreditation Submission 1.5b: Non-Discrimination for Faith Based Institutions

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

Pre-Accreditation Submission 1.6: Degree-Granting Body

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

Pre-Accreditation Submission 1.7: Clinical Education Affiliation Agreements

1. **Provide a copy of the COM approved affiliation agreement. (All signed agreements may be evaluated on site)**
Pre-Accreditation Submission 2.1: Dean Qualifications

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

Pre-Accreditation Submission 2.2: Full-Time Dean

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

Pre-Accreditation Submission 2.3: Academic and Administrative Leadership

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

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

1. Provide documentation of policies and procedures regarding accreditation standard complaints and their adjudication.
2. Provide a public link to where the accreditation standard complaint policies and procedures are published.
Pre-Accreditation Submission 3.1: Financial Resources

1. Provide the operational pro forma (income, revenue sources, and expenses) for the COM up through the anticipated graduation of the first class of students. Indicate (highlight) any changes or updates since the initial submission.

2. Provide the proposed capital budget for the development of the COM. Indicate (highlight) any changes or updates since the initial submission.

3. Provide the budget for personnel with a hiring plan addressing anticipated date of hire of each faculty and staff member. Indicate (highlight) any changes or updates since the initial submission.

Pre-Accreditation Submission 3.2: Financial Planning and Budgeting

1. Provide a copy of the flowchart demonstrating the budget development process.

2. Provide information as to all persons with budgetary management and oversight.

3. Demonstrate in the flowchart where final budget approval occurs.

Pre-Accreditation Submission 3.3: Budgetary Authority

1. Provide the current job description demonstrating that the Dean possesses budgetary authority for the COM.

2. Provide the employment contract (compensation redacted) demonstrating that the Dean possesses budgetary authority for the COM.

Pre-Accreditation Submission 3.4: Financial Audit

1. Provide the annual audited financial statement and audit report/management letter for the COM or its parent institution for the latest complete fiscal year.
Pre-Accreditation Submission 4.1: Facilities

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

Pre-Accreditation Submission 4.2: Security and Public Safety

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

Pre-Accreditation Submission 4.3: Information Technology

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

Pre-Accreditation Submission 4.4: Learning Resources

1. Provide the learning resources table.
Pre-Accreditation Submission 5.1: Professionalism

1. Provide a copy of all professionalism policies. The professionalism policies should extend to items including, but not limited to, patient safety, cultural competence, and interprofessional collaborative practice.

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

3. Provide a copy of the membership of any professionalism committee and a copy of the charge or purpose of the committee.

Pre-Accreditation Submission 5.2: Diversity

1. Provide a copy of the policies addressing diversity for students, faculty, senior administrative staff, and other relevant members of the academic community.

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

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

1. Provide the policies and procedures addressing safety and health issues.

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

Pre-Accreditation Submission 5.4: Patient Care Supervision

1. Provide the policies addressing student supervision during the provision of patient care.

2. Provide a link to where the documents are published.
Pre-Accreditation Submission 6.1: Curriculum Design and Management

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

Pre-Accreditation Submission 6.2: Programmatic Level Educational Objectives

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

Pre-Accreditation Submission 6.3: Maximum Length of Completion

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

Pre-Accreditation Submission 6.4: Osteopathic Core Competencies

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

Pre-Accreditation Submission 6.5: Scientific Method

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

Pre-Accreditation Submission 6.6: Principles of Osteopathic Medicine

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

Pre-Accreditation Submission 6.7: Self-Directed Learning

1. Complete the curricular elements table demonstrating where this element will be introduced, continue to be taught, and assessed throughout the osteopathic medical education curriculum.
Pre-Accreditation Submission 6.8: Interprofessional Education for Collaborative Practice

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

Pre-Accreditation Submission 6.9: Clinical Education

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

Pre-Accreditation Submission 6.10: Clinical Experience

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

Pre-Accreditation Submission 6.11: Comparability across Clinical Education Sites

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

Pre-Accreditation Submission 6.12: COMLEX-USA

1. Provide all COMLEX-USA related school policies and procedures.
Pre-Accreditation Submission 7.1: Faculty and Staff Resources and Qualifications

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

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

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

Pre-Accreditation Submission 7.3: Department Chair Qualifications

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

Pre-Accreditation Submission 7.4: Primary Care Leadership

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

Pre-Accreditation Submission 7.5: OMM/OPP Leadership

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

Pre-Accreditation Submission 7.6: Faculty Development

1. Provide a roster of all faculty development activities for the past year, including documentation of the faculty participation at each activity.
Pre-Accreditation Submission 7.7: Faculty Association

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

Pre-Accreditation Submission 7.8: Faculty Appointment and Advancement

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

2. *Provide a link to where the documents are published.*
Pre-Accreditation Submission 8.1: Research and Scholarly Activity

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

Pre-Accreditation Submission 8.2: Student Participation

1. Provide a copy of all student research and scholarly activity policies.
2. Provide a link to where the policies are published.
3. Complete and submit the table of research and scholarly activities documenting student inclusion (after student matriculation) in appropriate projects.
Pre-Accreditation Submission 9.1: Admissions Policy

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

Pre-Accreditation Submission 9.2: Academic Standards

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

Pre-Accreditation Submission 9.3: Transfer Policies

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

Pre-Accreditation Submission 9.4: Secure Student Recordkeeping

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

Pre-Accreditation Submission 9.5: Academic Counseling

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

Pre-Accreditation Submission 9.6: Career Counseling

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

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

1. Provide a list of financial aid and debt counseling sessions that are (or will be) offered to students.
2. Provide an attendance list documenting that each student who received financial aid under Title IV of the Higher Education Act participated in a minimum of two counseling sessions while enrolled in the COM.
Pre-Accreditation Submission 9.8: Mental Health Services

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

Pre-Accreditation Submission 9.9: Physical Health Services

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

Pre-Accreditation Submission 9.10: Non-Academic Health Professionals

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

Pre-Accreditation Submission 9.11: Health Insurance

1. Provide the policies and procedures regarding health insurance for students.
2. Provide a link to where the documents are published.
Pre-Accreditation Submission 10.1: GME Development

1. Complete and submit your GME feasibility plan that addresses the following items and demonstrates progress:

   a. An awareness of the existing GME in the region and how those positions are currently filled.

   b. Provide the table assessing GME Growth and/or Development at all hospitals for which the COM has a clinical education affiliation agreement, contract, or commitment.

   c. Demonstration of hiring completion for a position(s) dedicated to GME Development and Maintenance.

   d. Demonstration of line items in the pro forma for GME Development and Maintenance.
Pre-Accreditation Submission 11.1: Program Assessment

1. Submit a copy of the COM’s assessment plan.

Pre-Accreditation Submission 11.2: Student Evaluation of Instruction

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

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

1. Complete and submit the Annual COCA Data and Mid-Cycle Update Report by the established deadlines.
**Pre-Accreditation Submission 12.1: Incorporation of the Institution**

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

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

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

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

1. Provide the current job description for the Chief Executive Officer.
2. Provide a full CV for the Chief Executive Officer.

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

1. Provide the current job description for the Chief Financial Officer.
2. Provide a full CV for the Chief Financial Officer.

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

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

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

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