

# **Accreditation of Colleges of Osteopathic Medicine: "Rules" for Submission of Evidence Addressing the COCA Standards**

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## Rules for Submission of "Evidence" to Comply with COCA Standards

### **Rule 1.1:** Program Mission

*Provide copies of program mission / vision (optional) / goals or objectives (optional) and a public link to where the documents are published. The documents should show last updated date (or effective date) and revision history. Provide documentation of the revision process, participants, and meeting minutes documenting the most recent governing board approval of the COM's mission.*

### **Rule 1.2:** Strategic Plan

*Provide a copy of the COM strategic plan, the list of individuals who participated in the plan creation, and a public link to where the documents are published.*

### **Rule 1.3:** Licensing and Regional / Institutional Accreditation

*Provide a copy of the charter, license, or letter of approval from all agencies issuing such approvals. Provide a direct link to the most recent institutional accreditation documents on a public webpage.*

### **Rule 1.4:** Governance and Program Policies

*Provide the bylaws of the governing body and a list of members of the body. Provide a copy of the above policies.*

### **Rule 1.5a:** Non-Discrimination

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

### **Rule 1.5b:** Non-Discrimination

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

### **Rule 1.6:** Degree-Granting Body

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

### **Rule 2.1:** Dean Qualifications

*Provide the current job description and a full CV for the **Dean**. Provide a copy of his/her diploma from a COCA accredited college of osteopathic medicine, medical license, and board certification documents.*

**Rule 2.2: Full Time **Dean****

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

**Rule 2.3: Academic and Administrative Leadership**

*Provide an organization chart that shows the leadership positions and reporting relationships. Provide the current job descriptions and a full CV for each member of the administrative leadership team (Associate Deans, Assistant Deans, senior level administrators).*

**Rule 2.4: **Accreditation Standard** Complaint Policies and Procedures**

*Provide documentation of policies and procedures regarding **accreditation standard** complaints and their adjudication. The COM must provide sample records of **accreditation standard** complaints that have been received, adjudicated, and resolved. Provide a public link to where the **accreditation standard** complaint policies and procedures are published.*

**Rule 3.1: Financial Resources**

*Provide the operational budget (income, revenue sources, and expenses) for the COM including at least 3 years of data.*

**Rule 3.2: Financial Planning and Budgeting**

*Provide a copy of the flowchart demonstrating the budget **development** process **and including** information as to all persons ~~involved in budget~~ **with budgetary management and oversight in making** decisions and where final budget approval occurs.*

**Rule 3.3: Budgetary Authority**

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

**Rule 3.4: Financial Audit**

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

**Rule 4.1: Facilities**

*Complete and submit Table 4.1 to describe the facilities. Provide the floorplan diagrams of the COM.*

**Rule 4.2: Security and Safety**

*Provide a copy of all security and safety related policies and procedures and a public link to where the policies are published. As per 34 CFR 668.46, provide a copy of your most recent Clery Act Report.*

**Rule 4.3: Information Technology**

*Provide the information technology strategic plan and most recent technology assessment report. Complete Table 4.3 addressing IT resources.*

**Rule 4.4: Learning Resources**

*Complete and submit Table 4.4 to describe the learning resources.*

**Rule 5.1: Professionalism**

*Provide a copy of all professionalism policies and a public link to where the documents are published. Provide a copy of the membership of any professionalism committee and a copy of the charge or purpose of the committee.*

**Rule 5.2: Diversity**

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

**Rule 5.3: Safety and Health**

*Provide the policies and procedures addressing safety and health issues and a link to where the documents are published. Demonstrate how this information is provided to students.*

**Rule 5.4: Patient Care Supervision**

*Provide the policies addressing student supervision during the provision of patient care and a link to where the documents are published. Demonstrate how this information is provided to students.*

**Rule 6.1: Curriculum Design and Management**

*Provide the charge and responsibility of the curriculum committee. List the members and member titles of the curriculum committee. Submit a calendar of meeting dates and minutes of meetings for the past year.*

**Rule 6.2: Educational Objectives**

*Submit a copy of the syllabi for all courses in the osteopathic medical education program demonstrating inclusion of all **programmatic learning objectives**. Publish the **programmatic learning objectives and a description of all courses within the educational program on the website and/or in the catalog**, and provide a public link to where the document is published.*

**Rule 6.3: Maximum Length of Completion**

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

**Rule 6.4: Osteopathic Core Competencies**

*Complete and submit Table 6.*

**Rule 6.5: Scientific Method**

*Complete and submit Table 6.*

**Rule 6.6: Principles of Osteopathic Medicine**

*Complete and submit Table 6.*

**Rule 6.7: Self-Directed Learning**

*Complete and submit Table 6.*

**Rule 6.8: Interprofessional Education for Collaborative Practice**

*Complete and submit Table 6.*

**Rule 6.9: Clinical Education**

*Complete and submit Table 6.9 demonstrating adequacy of core clinical rotation positions. Provide the syllabi for all core clinical rotations.*

**Rule 6.10: Clinical Experience**

*Complete and submit Table 6.9.*

**Rule 6.11: Comparability Across Clinical Education Sites**

*Provide the policies and procedures describing **how student outcomes** at clinical educational sites are reviewed and utilized in the determination of the comparability of **outcome of the clinical experiences**. Complete and submit Table 6.11 demonstrating the comparison of student outcomes across sites.*

**Rule 6.12: COMLEX-USA**

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*Provide all COMLEX related school policies and procedures. Provide a link to the location where the last four years of COMLEX-USA first time pass rates (all levels) is published.*

**Rule 7.1:** Faculty and Staff Resources and Qualifications

*Complete and submit Table 7.*

**Rule 7.2:** Faculty Approvals at All Teaching Sites

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

**Rule 7.3:** Department Chair Qualifications

*Provide the organizational chart demonstrating the reporting hierarchy for each department. Provide the current job description and complete CV for each Department Chair or its equivalent.*

**Rule 7.4:** Primary Care Leadership

*Provide a copy of the job description and complete CV for the Chair of Primary Care (or equivalent). Provide a copy of the board certification letter demonstrating active certification for this individual.*

**Rule 7.5:** OMM Leadership

*Provide a copy of the job description and complete CV for the Chair of OMM. Provide a copy of the board certification letter from the AOBFP (and C-SPOMM) or AOBPMR (and C-SPOMM) or AOBNMM demonstrating active certification for this individual.*

**Rule 7.6:** Faculty Development

*Submit an annual faculty development needs assessment and provide a roster of all faculty development activities for the past year including documentation of the faculty participation at each activity.*

**Rule 7.7:** Faculty Association

*Provide a copy of the ~~charter and~~ bylaws of the faculty organization. Submit a calendar of meeting dates and minutes of meetings for the past year.*

**Rule 7.8:** Faculty Appointment and Advancement

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

**Rule 8.1:** Research and Scholarly Activity

*Provide a copy of the research and scholarly activity plan. Complete and submit Table 8 to identify the activity of the COM's faculty (and staff, if applicable) over the past year.*

**Rule 8.2:** Student Participation

*Provide a copy of all student research and scholarly activity policies and a link to where they are published. Complete and submit Table 8 to document student research and scholarly activity.*

**Rule 9.1: Admissions Policy**

*Provide all admission requirements and policies / procedures for osteopathic medical student selection and enrollment. Provide links to sites where the COM publishes the admission requirements and policies.*

**Rule 9.2: Academic Standards**

*Submit copies of policies and procedures on academic standards with links to where the documents are published.*

**Rule 9.3: Transfer Policies**

*Pursuant to 34 CFR part 688.43(a) (11), submit documents on transfer policies and procedures with links to where the documents are published.*

**Rule 9.4: Secure Student Recordkeeping**

*Provide the policies and procedures on student recordkeeping. Complete Table 9.4 that documents recent training of faculty and staff pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR part 99).*

**Rule 9.5: Academic Counseling**

*Describe the process for academic counseling provided to students. Complete Table 9.5 addressing the faculty and staff who provide academic counseling at the COM and their training and qualifications.*

**Rule 9.6: Career Counseling**

*Describe the process for career counseling, including GME Readiness, provided to students. Complete Table 9.6 addressing the faculty and staff who provide career counseling at the COM and their training and qualifications*

**Rule 9.7: Financial Aid and Debt Management Counseling**

*Provide a list of financial aid and debt counseling sessions offered to students. 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.** ~~between the time the student enrolled in and graduated from the COM.~~*

**Rule 9.8: Mental Health Services**

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

**Rule 9.9:** Physical Health Services

*Provide the policies and procedures for students seeking diagnostic, preventive and therapeutic health services and the links to where the documents are published. Submit a list of the ~~services available to students and~~ service locations **where students may seek care.***

**Rule 9.10:** Non-Academic Health Professionals

*Provide a copy of the policy on recusal from student assessment and promotion for health professionals providing services to students.*

**Rule 9.11:** Health Insurance

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

**Rule 10.1:** Osteopathic Educational Continuum

*Complete and submit Table 10.1.*

**Rule 10.2:** Osteopathic Recognition GME

*Complete and submit Table 10.2 addressing GME site, accreditation status, osteopathic recognition status, and assistance provided, including OMM Teaching, OMM/ OPP Curriculum, OMM/OPP didactics, and OMM Faculty.*

**Rule 11.1:** Program Assessment

*Submit a copy of the institution's assessment plan*

**Rule 11.2:** Student Evaluation of Instruction

*Provide the process for obtaining student evaluation of instruction. Provide a copy of the evaluation forms used by the students for this purpose. Provide a flowchart demonstrating how the evaluation data is utilized in curricular improvement.*

**Rule 11.3:** Student Debt Outcomes

*Provide the current average debt for the last four years of students and a public link to where the information is published. Provide the default rates on funds provided under Title IV of the Higher Education Act of 1965 (HEA) from the COM students for the last four available years.*

**Rule 11.4:** Student Survey

*Complete and submit the COCA Student Accreditation Survey.*

**Rule 11.5:** Program and Student Outcomes-Annual Data Update Reports



*A COM must complete and submit the Annual COCA Data Update Report by the established deadlines.*

**Rule 11.6:** Program and Student Outcomes-Mid-Cycle Update Reports

*A COM must complete **and submit** the Mid-Cycle COCA Update Report by the established deadlines.*

**Rule 12.1:** Incorporation of the Institution

*Provide a copy of the incorporation documents and a copy of the bylaws of the governing body. Provide a list of members of the governing body.*

**Rule 12.2:** Degree Offerings

*Provide a list of all degrees offered by the COM. Provide a copy of all charters, licenses, or letters of approval from any educational or business agencies that grant authority to the COM.*

**Rule 12.3:** Chief Executive Officer

*Provide the current job description and a full CV for the Chief Executive Officer.*

**Rule 12.4:** Chief Financial Officer

*Provide the current job description and a full CV for the Chief Financial Officer.*

**Rule 12.5:** Title IV Responsibility

*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. 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.*

**Rule 12.6:** Course Credit Hours

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

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