

- a. To develop accreditation requirements for the purpose of assessing the effectiveness of DCPs in planning, implementing and evaluating their mission and goals, program objectives, inputs, resources, and outcomes.
 - b. To establish an accreditation process for the purpose of determining that DCPs:
 - (1) have clearly defined and educationally appropriate objectives;
 - (2) maintain conditions under which the achievement of these objectives can reasonably be expected;
 - (3) are in fact achieving these objectives substantially; and
 - (4) can be expected to continue to achieve these objectives in the future.
 - c. To maintain a COA that will certify the quality and integrity of DCPs by interpreting the criteria for and conducting the process of accreditation.
3. Educational Improvement
- a. To support accredited DCPs as they educate and train a competent doctor of chiropractic who will provide quality patient care and serve as a primary care physician;
 - b. To provide support to DCPs for the improvement of instruction, research and service; and
 - c. To monitor the adequacy and relevance of the *Standards* as measures of effectiveness and the consistency of the accreditation process in order to enhance their effectiveness in certifying the quality and integrity of DCPs.
4. Public Information
- a. To publish a listing of DCPs accredited by the COA; and
 - b. To establish a program of public awareness regarding chiropractic education, in general, and the CCE, in particular.

The qualities of DCPs are vested in the:

1. commitment to excellence by the administration and governing board;
2. soundness of the educational programs;
3. ability of the faculty and staff;
4. caliber of the students; and
5. adequacy of the facilities and finances.

Complaint and Contact Information

Complaint procedures are established to protect the integrity of the CCE and to assure the avoidance of improper behavior on the part of those individuals acting on behalf of the CCE, the COA and the CCE-accredited DCPs. By establishing formal complaint procedures, the CCE provides responsible complainants the opportunity to submit specific grievances and deal with

them through a clearly defined process. Complaints may be filed by any voting or non-voting member(s) of the CCE or their authorized representative(s). A copy of the document describing the complaint procedure may be obtained from the CCE Executive Office and is available on the CCE website.

Information describing the organization and operation of the CCE and its COA may be obtained from the CCE Executive Office, 8049 North 85th Way, Scottsdale, AZ 85258-4321, Telephone: 480-443-8877. Toll-Free: 888-443-3506. Fax: 480-483-7333.
E-Mail: CCE@CCE-USA.org. Website: www.CCE-USA.org.

History of the CCE

The Historical Development of the Council on Chiropractic Education is described in Appendix I.

Section 1. Process of Accreditation

I. Accreditation by CCE

Accreditation is granted to DCPs deemed by the Commission on Accreditation (COA) of the Council on Chiropractic Education (CCE) to comply with the CCE *Standards for Doctor of Chiropractic Programs and Requirements for Institutional Status (Standards)*.

The COA offers program accreditation to DCPs that are part of institutions regionally accredited by nationally recognized accrediting bodies. The COA will specifically review compliance with all program requirements described in Section 2.III.

In addition to program accreditation, institutional status is currently afforded only to remaining solitary-purpose chiropractic institutions with CCE accredited doctor of chiropractic (D.C.) degree programs and not otherwise regionally accredited as an institution. In these cases, the COA will specifically review compliance with all requirements for institutional status described in Section 2.IV.

II. Purpose of Accreditation

The first major goal of accreditation is the assurance of the quality and integrity of the DCP. The second is the improvement of DCPs. Care has been taken to assure that accreditation requirements are consistent with the realities of sound planning practices in DCPs. This reflects a recognition that DCPs exist in different environments. These environments are distinguished by such differing factors as state and local governmental regulations, demands placed on the profession in the areas served by the DCPs, and diverse student bodies requiring varying responses.

The word "requirements" signifies a set of conditions that must be met for CCE accreditation to be awarded. In recognition of their potential uniqueness, DCPs may be given some latitude in the means by which they meet some requirements. However, compliance with all requirements must be fulfilled by each accredited entity.

III. Eligibility for Initial Accreditation

Establishment of Eligibility to Apply for Accreditation

Since the quality of chiropractic education is paramount to the continued growth of the profession, it is imperative that DCPs gain and maintain professional accreditation. The CCE will provide information and guidelines to any DCP wishing to seek accreditation or to groups interested in initiating a DCP.

The purpose of this phase is to establish that the DCP has the ability to provide for the doctor of chiropractic degree.

A. Submission of Evidence of Eligibility

To be eligible to apply for CCE Accreditation, a DCP must provide written evidence that it provides education for the doctor of chiropractic and has:

- a. Formal authorization from the appropriate governmental agency to award the D.C. degree from the state which is considered to be the principal residence of the DCP for legal purposes.
- b. A charter indicating it is incorporated under the laws of the state of its residence as a non-profit, non-proprietary institution exempt from taxation due to its devotion to educational purposes.
- c. A governing board that includes representation reflecting the public interest.
- d. A full-time chief administrative officer of the DCP who is qualified for the position by education and/or experience.
- e. In place for the most recent two-year period, the following items as described in detail in the *CCE Standards*.
 - (1) Formal action taken by its governing board at a legally constituted meeting that commits the DCP to follow the *Standards, Policies* and procedures for accreditation, as set forth in various official CCE documents.
 - (2) DCP mission, goals, and objectives that embrace those stated in the *Standards, Section 2*.
 - (3) A DCP that complies with the *Standards*.
 - (4) Published statements, available to all interested publics, showing commitment to follow accepted standards of professional ethics, especially with respect to student recruitment and public information.
 - (5) Published statements, available to all interested publics, regarding admissions requirements in compliance with the *Standards*.
- f. A written plan, and a description of a functioning process of planning and evaluation, that identifies and integrates future educational, physical and financial development and incorporates procedures for review and improvement.

B. Evaluation of Evidence of Eligibility

With assistance from the COA staff, the COA Chairperson will first review and then determine if the DCP eligibility documents provide sufficient evidence to support a decision regarding eligibility to apply. If the documents do not contain sufficient evidence, the COA Chairperson will advise the DCP why they do not. If the evidence is sufficient, the DCP will be notified that they are eligible to apply.

A DCP seeking initial eligibility for accreditation or reaffirmation of accreditation must send a letter of intent to the CCE Executive Vice President stating its desire to achieve or maintain accredited status. For institutions seeking initial accreditation, the letter of intent does not imply there is conformity with the educational standards or any level of accreditation. The DCP need not resubmit eligibility documentation unless any eligibility factors have changed since the previous review. A CCE/COA-accredited DCP must maintain all eligibility requirements and must immediately notify the COA of any changes in its eligibility.

IV. Actions Toward Achievement of Accredited Status

A. Application

1. Development and Implementation of Self-Study

The objective of this step is the development and implementation of a comprehensive self-study process that involves all constituencies of the DCP and relates to effectiveness regarding its mission, goals and objectives. The resultant self-study report must provide clear evidence that the DCP is in compliance with the *CCE Standards*. The self-study report must give attention to the ongoing assessment of outcomes for the continuing improvement of academic quality. The self-study report must demonstrate that the DCP has processes in place to ensure that it continues to meet CCE quality standards on an ongoing basis.

2. Submission of Self-Study Report

The objective of this step is to officially apply to the COA for initial accreditation or reaffirmation of accreditation by submitting a self-study report to the CCE Executive Office.

If continued institutional status is being sought in addition to program accreditation, the narrative must clearly identify such intent.

The self-study report must be submitted to the CCE Executive Office and the COA Chairperson no later than:

- a. October 1, in contemplation of action no sooner than the semi-annual (summer) meeting of the COA.
- b. May 1, in contemplation of action no sooner than the annual (winter) meeting of the COA.
- c. The COA may, due to special circumstances, agree to delay the deadline for submission of an application for reaffirmation of accreditation without affecting the accredited status.

B. Review of Self-Study Report

The objective of this step is to assure that the DCP self-study report is properly constructed and contains the types of evidence necessary for the COA to determine if *CCE Standards* are being met.

The COA staff and Chairperson will examine the self-study report for appropriate form and content. If the self-study report has inappropriate form, the COA Chairperson will advise the DCP, the DCP to resubmit the report using the specified format. If the self-study report lacks sufficient evidence for the COA to determine if the *CCE Standards* are being met, the COA Chairperson will advise the DCP with written identification of the deficiencies and appropriate recommendations.

When the self-study report is determined to be satisfactory in form and content, the COA Chairperson will establish a site team to visit the DCP and provide copies of the self-

study report to COA and site team members. Arrangements for the site visit will be coordinated with the DCP through the COA Chairperson.

C. Evaluation, Review and Determination of Status

The purpose of this phase is for the COA to evaluate and validate the evidence to determine if the DCP complies with CCE accreditation requirements.

1. Examination of Self-Study Report

The objective of this step is to give the COA an opportunity to examine the self-study documentation to ensure that it is complete, that it addresses all of the Standards, and that it can serve as the basis for an effective evaluation by the site team.

2. Site Team Visit and Report to COA

The objective of this step is to have a site team, appointed by the COA Chairperson, in collaboration with the members of the COA, verify the claims contained within the eligibility documentation and self-study report regarding the DCP implementation of the CCE *Standards*. The site team will give particular attention to the DCPs ongoing assessment of outcomes for the continuing improvement of educational quality, and must give more focused attention to specific areas as requested by the COA. The COA is charged with responsibility of evaluating all aspects pertaining to the quality and integrity of the DCPs. It may be necessary, therefore, for the COA to evaluate components of DCP accreditation requirements, as they are applicable to DCP accreditation and the overall charge of the COA. The site team must assist the DCP by making either recommendations or suggestions that identify possible means of improvement, if indicated.

The DCP will provide the site team with full opportunity to inspect its facilities, to interview all persons within the campus community, and to examine all records maintained by or for the DCP and/or institution of which it is a part (including but not limited to financial and corporate records, and records relating to student credentials, grading, advancement in the program, and graduation). An exit interview will be conducted by the team with the DCP chief administrative officer, the institution's CEO, and other personnel as deemed appropriate by the institution CEO.

A first draft of the site team report will be sent by Site Team Manager to the DCP chief executive officer, team members and COA staff for correction of factual errors only.

The final team report will be distributed by the COA staff to the COA, the DCP chief administrative officer, the institution's CEO, the governing board chair, others as the institution may designate, and all members of the site team. This shall be done prior to the COA status review meeting on the DCP application.

3. DCP Response

The objective of this step is to provide the DCP with an opportunity to clarify previous documentation and to submit additional evidence after reviewing the site team visit and report.

The DCP may submit a response to the site team report, and must submit a written

response if the report contains concerns accompanied by recommendations.

Any response must be submitted to the COA staff and all members of the COA, no less than thirty (30) days prior to the COA status review meeting the DCP application.

4. Evaluation of Submitted Documentation

The objective of this step is for the COA to evaluate the DCP self-study report, the site team report, the DCP response, and all other appropriate documentation relevant to the potential accreditation of the DCP.

The COA will review all documentation in preparation for the status review meeting with representatives of the DCP.

5. Status Review Meeting

The objective of the status review meeting is to provide an opportunity for the COA to meet with DCP representatives to discuss potential accreditation. The Site Team Manager or other members of the site team may also be present at the request of the COA Chairperson.

6. COA Decision

The objective of this step is for the COA to make a decision regarding the application for initial or reaffirmation of accreditation and to complete this phase of the accreditation process.

Following the status review meeting, the COA will meet in executive session to consider all the documentation and oral presentations, and make a decision regarding accreditation. The COA decision on applications for accreditation will be one of the following:

- a. To award or reaffirm accreditation.
- b. To defer the decision for no longer than one calendar year, pending the review of specific evidence which may include one or all of the following: information in a report indicating compliance with the recommendations; a focused visit by COA representatives; additional consultant's report(s) and/or COA visit(s) with the consultant; a meeting with representatives of the DCP; or other specified conditions.
- c. To deny initial or reaffirmation of accreditation, clearly identifying the specific accreditation requirements not being met.
- d. To impose a Sanction of Notice or Probation if currently accredited.

V. COA Notifications

- A. The COA will convey a written decision to the DCP chief administrative officer, the institution CEO, the governing board chair and others as the program may designate.
- B. The COA Chairperson will notify the CCE Board, U.S. Secretary of Education, other appropriate accrediting agencies, and the general public within thirty (30) days of any

COA decision or final action to:

- a. Award initial or reaffirmation of accreditation.
- b. Deny initial or reaffirmation of accreditation.
- c. Accept the withdrawal of an application for initial or reaffirmation of accreditation.
- d. Impose a sanction of probation.

The next comprehensive evaluation will be four (4) years following the award of initial accreditation, or eight (8) years following the award of reaffirmation of accreditation.

VI. Other Reports

A. Other Site Visits

1. A DCP may be required to host a focused site visit to its campus by a representative of the COA regarding a special issue of concern, or a substantive change, as determined by the COA.
2. Interim Site visits normally occur at or near the mid-point of the eight year visit cycle.

B. Reports

A Progress Report must be submitted if the COA:

1. Had previously requested one based upon ongoing concerns; or,
2. Chairperson requests one based upon concerns raised by the review of the DCP PCBR, financial audit reports and/or catalog.

C. A Substantive Change Report must be submitted if a DCP:

1. Has any change in the established mission.
2. Has any change in the legal status, form of control, or ownership.
3. Adds courses or programs that represent a significant departure, in either content or method of delivery, from those offered when the COA last evaluated the DCP.
4. Adds degree programs other than the DCP in a solitary purpose chiropractic institution.
5. Changes the method of awarding course or DCP credit (e.g., a change from use of clock hours to use of credit hours, etc).
6. Experiences a substantial change in the number of clock or credit hours required or awarded for successful completion of a program.
7. Moves a campus from one location to another.
8. Establishes an additional location geographically apart from the campus at which the institution offers at least 50 percent of an educational program.

If required to submit a progress or substantive change report, the report is due in the CCE Executive Office on a date set by the COA.

If required to submit a progress report, the DCP must critically evaluate its efforts in the areas of concern, initiate measures that will address those concerns, and

provide evidence of the degree of its success in rectifying the area(s) of concern.

Failure on the part of a DCP to furnish a progress or substantive change report on the date specified by the COA will constitute cause for sanctions or revocation of accreditation. These actions shall be at the discretion of the COA, following appropriate notification.

D. Submission of Program Characteristic Biennial Report (PCBR)

Each accredited DCP must submit to the CCE Executive Office, the PCBR, accompanied by financial audit reports for the two (2) recently completed fiscal years, a current academic catalog and supporting documentation.

The PCBR must be submitted to the CCE Executive Office in April or October of alternate years on a date established by the COA Chairperson.

The PCBR requires biennial enrollment, financial and other information to be reported, and requires a DCP to report on the degree to which it has been successful in implementing its strategic plan.

The COA staff will forward to COA Chairperson with the completed PCBR, financial audit reports, a catalog, and a staff analysis. The COA Chairperson in collaboration with the members of the COA will determine if the DCP must submit a progress report and, may require the appearance of DCP representatives at the next meeting of the COA.

VII. Evaluation of Submitted Documentation

The objective of this step is for the COA to evaluate the progress or substantive change report and the report of any focused site visit. The COA will review all submitted documentation in preparation for a progress review meeting. This meeting must be attended by representatives of the DCP if the COA provides written notice that an appearance is necessary.

VIII. Progress Review Meeting

The objective of the progress review meeting is for the COA to discuss ongoing progress, any issues of concern financial status, substantive changes that have taken place during the interim, current or potential issues relating to the DCP, the general status of the DCP as revealed on the PCBR, and the sufficiency of documentation provided. If a site visit was made by COA representatives, this site visit report will be discussed.

IX. COA Decision and Identification of Additional Interim Reporting Activities

The objective of this step is for the COA to make a decision regarding the adequacy of ongoing progress, the sufficiency of evidence provided regarding progress on issues of concern, whether any other concerns have emerged, and what subsequent interim reporting activities will be required.

Following the progress review meeting, the COA will meet in executive session to consider the information presented to it, and made a decision regarding subsequent interim activities that will be required of the DCP. If a progress report is to be required, the COA will determine whether the appearance of DCP representatives is necessary at the next COA meeting. The COA will then send a follow-up letter to the DCP identifying

the status of previous concerns, if any, and/or substantive change application, and the requirements for any additional interim activities. The DCP must continue to submit a PCBR, financial audit reports, current academic catalogs and supporting documentation.

X. Sanctions

Accredited status for a DCP is a privilege, not a right. Sanction may be imposed for cause at any time if conditions exist that warrant a revision of accredited status. If sanctions are imposed, notification of the final action will be made in accordance with CCE *Standards and Policies*.

An accredited DCP must be in compliance with the *Standards* and the conditions of eligibility, comply with COA policies and procedures, and provide information as requested by the COA in order to maintain accreditation. When a DCP fails to comply with the *Standards*, or there are indications that future compliance with the *Standards* or conditions of eligibility may be problematic, the COA may impose sanctions of notice or probation.

The COA is authorized to impose the sanctions described below, in order of increasing seriousness.

A. Notice

Notice is a confidential sanction imposed by the COA for a maximum of one year if it determines that a DCP:

1. Could be in non-compliance with the *Standards* or the conditions of eligibility in the future if steps are not taken by the DCP to correct the situation;
2. Is in non-compliance with the *Standards*, and the COA determines that the deficiencies can be corrected by the DCP in a short period of time; and
3. Has failed to comply with COA policies or procedures, or has failed to provide requested information.

B. Probation

Probation is a public sanction imposed by the COA for a maximum of eighteen (18) months. Probation is imposed for more serious deficiencies (for failure to comply with the conditions of eligibility, for failure of a DCP to correct deficiencies after being given notice, or for failure to conduct an acceptable self study) which the COA determines are not serious enough to remove the accreditation of the DCP.

If a DCP has not remedied deficiencies at the end of the maximum eighteen-month probationary period, the COA will remove the accredited status of the DCP, except in rare instances when probation may be extended for a limited period of time. Since placing a DCP on Probation is an adverse action, it may be appealed.

If the deficiencies are serious or are of long standing, or the DCP has failed to comply with COA policies and procedures after identification and notification by the COA, the DCP may have its accreditation removed without previous imposition of Notice or Probation.

The COA Chairperson will notify the U.S. Secretary of Education, other appropriate accrediting agencies, and the public within thirty (30) days following the final action to place a DCP on Probation.

C. Procedures for Applying Sanctions

Following the decision of the COA to impose a sanction of Notice or Probation, the COA Chairperson will inform the chief administrative officer, the institution's CEO, and the governing board chair in writing of the action. The COA written communication will include the reasons for any sanction. DCPs under sanction will be required to provide semi-annual written reports to the COA.

If there is a strong possibility that a DCP may be placed on Probation, or have its accreditation withdrawn, the DCP chief administrative officer, the institution's CEO and others from the DCP may be invited by the COA Chairperson to appear before the COA to show cause why that action should not be taken. The COA may, however, take those actions without inviting the DCP for an appearance.

An action to place a DCP on Probation, to deny reaffirmation of accreditation, or to remove accredited status, along with the reasons for the action, will be read at the CCE Board of Directors meeting and recorded in the next official listing of accredited DCPs. Actions that may be appealed will be accompanied by a statement that COA actions will not take effect until the time period for filing an appeal has expired or until final action has been taken on the appeal. The COA policy on disclosure is applicable to these actions.

The COA Chairperson will notify the U.S. Secretary of Education, other appropriate accrediting agencies and the public within thirty (30) days following the final action to withdraw DCP accredited status.

Public notice of an adverse decision will not be given until the decision has become final, either due to the expiration of the time period for appeal or to the conclusion of the appeal process, unless the COA states in its decision that there is a compelling reason for immediate public disclosure.

XI. Requested Appearances

Under extraordinary circumstances to be determined by the COA, the COA Chairperson may issue a written directive instructing DCP representatives to appear at a special or regularly scheduled COA meeting. Extraordinary circumstances are those in which substantial violations of CCE accreditation *Standards* are apparent and a compelling need exists for prompt action in order to protect against likely substantial injury to the interests of the various publics that rely upon COA accreditation decisions.

This meeting will take place not less than thirty (30) calendar days from the postmark date of the COA written directive to appear. The purpose of this meeting is to determine if there are substantial violations of CCE accreditation requirements by the DCP. A directive requiring that the DCP submit a special report and/or host a special site visit may precede or follow the directive to appear.

The COA directive to appear will identify the specific accreditation requirements with which the DCP must demonstrate compliance. At the special meeting, the COA will give representatives of the DCP a reasonable opportunity to present oral and written information, demonstrating that it is in compliance with the particular requirements referred to in the COA directive.

After considering all available relevant information, the COA decisions may include the following:

1. Take no action. There is no evidence for a cause of action.
2. Defer the decision, pending the receipt of a focused site team visit report or the receipt of a progress report from the DCP.
3. Impose sanction. A sanction may be imposed during a period of deferral of decision, or during a period of continued accreditation
4. Revoke the DCP accreditation.

The COA Chairperson will provide the DCP and other interested parties with written notification of the COA decision. Adverse decisions are subject to appeal.

XII. Special Reports and Site Visits

The COA Chairperson may, at any time, for appropriate reasons require an applicant or accredited DCP to submit a report that addresses DCP compliance with specific CCE accreditation requirements. The DCP will file this requested report within the time specified by the COA, which shall not be less than fifteen (15) working days after the postmark on the COA written request to the DCP. The report will fully and completely respond to COA concerns regarding compliance with the accreditation requirements specified.

The COA Chairperson may at any time for appropriate reasons appoint a visiting team to conduct a focused on-site visit to the campus of an applicant or accredited DCP. This team may include COA members, COA staff members, or other persons as the COA Chairperson may appoint.

The only reasonable cause for removal of an individual from the team is evidence demonstrating that service by that individual is unfair or deleterious to the accreditation process. If a factual reason is discovered, evidence and a request for removal should be provided in writing to the COA Chairperson within seven (7) days after receipt of the list of agreement enclosed with the site team membership roster.

The DCP will afford the COA visiting team a full opportunity to examine DCP facilities; to interview members of its faculty, administration, management and staff; and to inspect all records maintained by or for the DCP. These records include, but are not limited to, financial and corporate records, student personnel records relating to credentials, grading, advancement in the program, and graduation. The team shall prepare a draft report of its findings, and provide a copy to the chief administrative officer, the institution's CEO, the governing board, the CCE Executive Vice President, and the COA Chairperson.

The DCP may provide the COA with a written response to this draft - concerning correction of factual errors only - within the time period established by the COA when

informing it of the necessity of the visit. After considering the DCP written response, the visiting team will prepare and submit to the COA a final report of its findings.

The final site team report will be distributed by the COA staff to the COA, the DCP chief administrative officer, the institution's CEO, the governing board chair, and others as the institution may designate. An invitation will be made to the DCP to review and provide a written response to the site team report prior to the COA meeting. The DCP must submit a response if the report contains concerns accompanied by recommendations. Any response must be submitted to the COA staff and all members of the COA.

The COA will review all documentation in preparation for its meeting to review concerns regarding the DCP. Representatives from the DCP must attend the COA meeting, unless the COA Chairperson notifies the DCP that an appearance will not be necessary. The DCP will be notified of the time and place for the meeting by the CCE Executive Office staff. The site team chairperson or other members of the site team may also be present at the request of the COA Chairperson.

XIII. Publication of CCE-Accredited DCPs List

The COA will publish annually, at the end of the COA annual (winter) meeting, a list that identifies specifically:

1. DCPs accredited by the COA, along with the corresponding entities that administer these programs and the tentative date of the next COA comprehensive review.
2. Solitary-purpose chiropractic institutions afforded institutional status will be so designated.
3. This list may be updated between annual COA meetings to reflect any changes that occur.

XIV. Non-Compliance with Title IV of the Higher Education Act of 1965 as Amended

If the CCE is notified that a DCP under its accreditation, or consideration thereof, is not in compliance with its program responsibilities under Title IV standards, it will take appropriate action to determine whether non-compliance jeopardizes the ability to provide the quality of education expected of CCE-accredited DCPs. Should the COA have reason to believe that any CCE-accredited DCP is failing to meet its Title IV, Health Education Assistance (HEA) program responsibilities, or is engaged in fraud or abuse, the COA shall provide to the U.S. Secretary of Education the name of that DCP, and the reason for concern, within fifteen days of discovery. At the same time, the COA will notify the DCP in question of its intent to notify the U.S. Secretary of Education.

XV. Procedures for Complaints

Policies regarding complaints may be obtained from the CCE Executive Office. The purpose of these policies is to provide a professional, fair and expeditious method of processing complaints. Complaints received by CCE concerning issues unrelated to aforementioned complaint policies will be acknowledged and the complainant will be referred to appropriate agencies.

The COA will review only those written complaints against DCP's having an affixed signature that specifically claim that the CCE accreditation *Standards* or *Policies* have

been violated, and which, in COA opinion, are directly and substantively related to the quality or conduct of the DCP.

The COA does not intervene on behalf of individuals or act as a court of appeal in matters of admission, granting or transferability of credits, fees, disciplinary matters, collective bargaining, faculty appointments and dismissals, or other similar matters.

The COA will not respond to concerns of allegations regarding the personal lives of individuals connected with its affiliated DCPs. COA investigation of complaints is based exclusively upon the CCE accreditation *Standards* and *Policies*.

XVI. Status Description

A DCP accredited by the COA must use the following statement when describing its status publicly:

"The doctor of chiropractic degree program of (name of DCP) is accredited by the Commission on Accreditation of the Council on Chiropractic Education, 8049 North 85th Way, Scottsdale, AZ 85258-4321. Tel: 480-443-8877"

A solitary-purpose chiropractic institution afforded institutional status by the COA must use the following statement when describing its status publicly:

"(Name of solitary-purpose chiropractic institution) is afforded institutional status by the Commission on Accreditation of the Council on Chiropractic Education. 8049 North 85th Way, Scottsdale, AZ 85258-4321. Tel: 480-443-8877."

XVII. Appeal Process

The process of appeal is described in CCE Policy: COA-8 which may be obtained from the CCE Executive Office.

The status of an accredited DCP will not change until either the time for appealing adverse decisions of the COA has passed or until the appeal process has concluded.

Except for notice that the COA may be required to give to the U.S. Secretary of Education, or other governmental bodies and accrediting agencies, public notice shall not be given until the decision has become final unless the COA states in its decision that there is a compelling reason for immediate public disclosure.

XVIII. Reinstatement of Accreditation

Any DCP intending to have its accredited status with CCE reinstated must apply for initial program accreditation.

XIX. Withdrawal From Accreditation

The following guidelines/procedures must be followed when a DCP chooses to sever its relationship with the CCE-COA.

1. Voluntary Withdrawal of Initial Application

The COA will honor a DCP's decision to withdraw its application for accreditation at any time prior to the COA decision regarding initial accreditation.

2. Voluntary Withdrawal from Accredited Status

An accredited DCP desiring to withdraw from the CCE shall forfeit its accredited status on the date that the COA receives a certified copy of the sponsoring institution board on control's resolution clearly stating its desire to withdraw the DCP from the CCE. The COA will take immediate action to remove the accredited status upon receipt of notice from the DCP.

3. Withdrawal from Accredited Status

When a DCP fails to submit a timely application for reaffirmation of accredited status, the COA will act at its next meeting to remove the DCP's accredited status. This meeting of the COA will normally occur within six (6) months of the date when the DCP application for reaffirmation was due.

a. Notification

1. The COA Chairperson will notify the U.S. Secretary of Education, other appropriate agencies and the public with thirty (30) days following withdrawal according to items 1, 2, and 3 above.
2. In cases of voluntary withdrawal and withdrawal by default, the COA will immediately notify the DCP and all interested parties that its accredited status has been terminated.

XX. Exceptions or Waivers to the Standards

An exception or waiver to the Standards may be granted by the COA to a DCP under rare and extraordinary circumstances as described in CCE Policy.

Section 2. Accreditation Information

I. Preface

The DCP incorporates the understanding of chiropractic as a profession practicing primary health care, provides curricular and clinical evidence of that through outcome measures, and consists of education and training to prepare graduates to:

- A. Practice direct contact health care as a portal-of-entry provider for patients of all ages and genders;
- B. Assess the patient's general health status, complaints and problems leading to a diagnosis. Specific elements of patient assessment minimally include complete health history; review of systems; physical, biomechanical, and neurological examination; the analysis of vertebral and extra-vertebral subluxation; and, when clinically indicated, diagnostic imaging, clinical laboratory, and/or specialized diagnostic procedures;
- C. Develop a goal-oriented case management plan that addresses any subluxations or other neurobiomechanical problems, and that may include rehabilitation and/or other therapeutic modalities;
- D. Develop appropriate doctor/patient relationships with continuity in the chiropractic management of health problems, and coordination of care with other health care providers; and
- E. Promote wellness by assessing health risk and providing problem-related, general and public health information, and lifestyle counseling.

II. Purpose of Chiropractic Education

The purpose of chiropractic professional education is to provide the student with a core of knowledge in the basic and clinical sciences and related health subjects sufficient to perform the professional obligations of a doctor of chiropractic.

A doctor of chiropractic is a primary care physician whose purpose, as a practitioner of the healing arts, is to help meet the health needs of individual patients and of the public, giving particular attention to the structural and neurological aspects of the body.

The application of science in chiropractic concerns itself with the relationship between structure, primarily the spine, and function, primarily coordinated by the nervous system of the human body, as that relationship may affect the restoration and preservation of health.

Further, this application of science in chiropractic focuses on the inherent ability of the body to heal without the use of drugs or surgery.

As a gatekeeper for direct access to the health delivery system, the doctor of chiropractic's responsibilities as a primary care physician include wellness promotion, health assessment, diagnosis and the chiropractic management of the patient's health care needs. When indicated, the doctor of chiropractic consults with, co-manages, or refers to other health care providers.

III. Doctor of Chiropractic Degree Program Accreditation Standards

In order to acquire or maintain program accreditation by the COA, DCPs must comply with all elements of Section 2.III.

A. Mission, Self-Assessment and Planning

1. Mission

The DCP must have adopted a statement of mission or purpose, which:

- a. Is based on the understanding of chiropractic as stated in Section 2.II. Purpose of Chiropractic Education.
- b. Is consistent with the purpose of the institution housing the program.
- c. Is endorsed by the governing board of the institution housing the program.
- d. Provides for:
 - (1) An educational program leading to the Doctor of Chiropractic degree;
 - (2) The conduct of research and other scholarly activities in chiropractic; and
 - (3) Service activities in the field of chiropractic.

2. Goals

The DCP must have established goals, derived from its mission and giving direction to its activities in education, research and service.

3. Objectives

The DCP must have developed its goals into objectives that state specific achievements toward which the program is working over a short time frame.

4. Self-Assessment

The DCP must carry out a periodic self-assessment in which it:

- a. Evaluates how well it is fulfilling its mission and attaining its goals and objectives.
- b. Identifies the manner in which resources are utilized to the fulfillment of mission and attainment of goals and objectives.
- c. Evaluates the success of the DCP in meeting all of the CCE Standards on a continuing basis.

5. Planning

The DCP must engage in a formal planning activity based on its self-assessment and directed toward:

- a. Identifying changes in resources and organization of resources that would

provide for more complete fulfillment of the mission and attainment of goals and objectives.

- b. Reviewing the mission, goals and objectives to encourage the DCP's continued improvement and respond to changing circumstances of the program and its environment.

Outcomes measurements such as DCP completion rates, success rates on licensing exams, student support services, recruitment and admissions practices and measures of program length and completion must be utilized to guide planning activities.

B. Minimum Requirements of DCP Organization

1. Accreditation

Aside from DCPs operating in solitary purpose chiropractic institutions afforded institutional status by the COA, the DCP must be a part of, or attempting to become part, of an institution of higher education that is institutionally accredited by a nationally recognized agency, or is a recognized candidate for accreditation by a nationally recognized agency.

2. Conflict of Interest

If the DCP is a part of an institution offering other programs, the governing board of the institution housing the program must have adopted and must follow policies to minimize the possibility of conflict of interest between the activities of the DCP and other programs of the institution, and no member of the governing board may be a member of the board or administrative staff of another program/institution accredited by the COA.

3. Administration

A full-time appointee of the institution must be designated as the individual having primary authority and responsibility for administration of the DCP, and no member of the administrative staff may be a member of the administrative staff or governing board of another program/institution accredited by the COA.

4. Public Disclosure

Each DCP must make available to the public, in print or electronic form, the following information:

- a. The DCP's mission and goals.
- b. A list of the members of the governing board of the institution in which the DCP exists.
- c. The name of the individual designated as the chief administrative officer of the DCP.
- d. A list of all administrators, faculty, and professional staff members with their

respective academic credentials.

- e. A list of each course offered, its contents and value in terms of contact and/or credit hours.
- f. A description of admissions requirements, attendance requirements, graduation requirements, and a statement of the CCE requirement that each student awarded the D.C. degree must have earned not less than the final 25% of the total credits required for the degree from the DCP conferring the degree.
- g. The disclosure of graduation rates, Title IV loan default rates, student performance on national board examinations, any available data on placement rates and the success of program graduates in obtaining jurisdictional licensure.
- h. Descriptions of physical facilities and learning resources.
- i. Policies and procedures regarding discipline attendance, examinations, grades, satisfactory academic progress, and procedures for handling student complaints.
- j. Tuition, fees, and other mandatory and elective student charges, along with the refund policies and procedures for each such charge.
- k. A list of financial resources available to students.
- l. A statement indicating where a list of licensing jurisdictions and their requirements is available.
- m. The accredited status of the DCP with the CCE.
- n. The mailing address and telephone number of the CCE, with identification of CCE as the agency to which complaints about the compliance of the program with the CCE *Standards* should be addressed.

C. Required DCP Curriculum Characteristics

1. Instructional Hours

The DCP must require each student awarded the D.C. degree to have successfully completed not less than 4,200 instructional hours, and must have earned not less than the final 25% of the total credits required for the D.C. degree from the program that confers the degree.

2. Curriculum

The curriculum required for the DCP must include the following subjects (not necessarily in individual courses for each subject): anatomy; biochemistry; physiology; microbiology; pathology; public health; physical, clinical and laboratory diagnosis; gynecology; obstetrics; pediatrics; geriatrics; dermatology; otolaryngology; diagnostic imaging procedures; psychology; nutrition/dietetics; biomechanics; orthopedics; neurology; first aid and emergency procedures; spinal analysis; principles and practice of chiropractic; clinical decision making; adjustive techniques; research methods and procedures; and professional practice ethics. The DCP must

document how each subject appears in the curriculum and is integrated into a coherent degree program.

3. Course Management

All courses for which credit or hours are given toward completion of the doctor of chiropractic degree must be solely managed, directed and/or taught by properly credentialed individuals who are employed or contracted by the program or institution to provide academic instruction.

D. Required DCP Resources

1. Financial Resources

DCPs must demonstrate adequacy and stability of financial resources to support the program objectives of their mission and goals. In demonstrating adequacy and stability of resources, a DCP must show that it has adequate budgetary controls and the ability to graduate its most recent entering class.

2. Learning Resources

The DCP must have or provide access to a learning resource center and/or library with staff, facilities, collections and services that permit attainment of the goals and objectives of the program.

3. Physical Resources

The DCP must provide, and adequately manage and maintain, physical facilities, equipment and other physical resources that are necessary and appropriate for meeting the mission, goals, and objectives of the DCP.

E. Faculty

1. Education and Licensure Requirements for Faculty

The persons appointed as members of the faculty and responsible for DCP instruction must be qualified by academic preparation and experience for the teaching to which they are assigned.

a. Basic Sciences Faculty Requirements

Each person teaching basic science courses must hold an earned graduate or professional degree in an appropriate discipline from an institution accredited by a nationally recognized agency, or its foreign equivalent.

b. Clinical Sciences and Clinician Faculty Requirements

- (1) Each person teaching in clinical sciences must hold an earned first professional degree or terminal degree appropriate to the subject field taught from an institution accredited by a nationally recognized agency, or its foreign equivalent.