

1 Underline indicates addition; ~~Strikethrough~~ indicates deletion

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3  
4 C. DUE PROCESS RELATED TO REVIEW COMMITTEE SPECIAL APPEARANCES

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6 If the Commission, at its prior meeting, granted the status of “approval with reporting  
7 requirements,” “approval with reporting requirements, intent to withdraw,” or denied a requested  
8 program change, and the program submits a subsequent program change report, the program may  
9 request a special appearance (hearing) at the next meeting of the Review Committee in order to  
10 supplement the written information which has already been provided to the appropriate Review  
11 Committee. A representative of the institution would be permitted to appear in person before the  
12 Review Committee to present this additional information. Generally, such appearances occur prior  
13 to the Review Committee’s consideration of the program’s accreditation classification. When such  
14 a special appearance is desired, a written request must be made to the Director of the Commission  
15 thirty (30) days prior to the meeting. The Chair and Director of the Commission will determine the  
16 disposition of the request and inform the requestor of the date, hour and amount of time that will be  
17 allocated for the appearance.

18  
19 If the requestor wishes to submit additional written materials, ~~copies for each Review Committee~~  
20 ~~member these materials~~ should be provided by the requestor to the Commission office at least one  
21 (1) week prior to the meeting, absent documented extraordinary circumstances.

22  
23 The Commission and its Review Committees permit special appearances using the following  
24 guidelines:

- 25 • The Review Committee will discuss the report of the program/institution prior to the appearance  
26 of the representative(s).
- 27 • The Review Committee Chair will introduce members of the Review Committee to the  
28 program/institutional representative.
- 29 • The Chair will restate to the representative(s) the amount of time allocated for the hearing.
- 30 • The representative is invited to make an opening statement.
- 31 • Following the presentation by the representative, the Chair allows members of the Review  
32 Committee to ask questions. Although primary and secondary reviewers are assigned primary  
33 responsibility for questioning, all Review Committee members have the opportunity to  
34 participate in the discussion.
- 35 • The Chair thanks the representative for appearing before the Review Committee and the  
36 representative leaves.
- 37 • The Review Committee discusses the recommended action.
- 38 • The Review Committee Chair and Commission staff notifies the representative of the Review  
39 Committee’s recommendation. If the Review Committee’s recommendation is to deny or  
40 withdraw accreditation, the institution’s representation has the opportunity to have a hearing  
41 with the Commission on a subsequent day.
- 42 • In general, special appearances before the Commission also follow the process listed above.

43 Revised: 8/21; 2/18; 8/16; 7/06, 1/00, 5/93, 1991, 1983; Reaffirmed: 8/10; Adopted: 1977

## B. INTERNATIONAL PREDOCTORAL DENTAL EDUCATION SITE VISITS

Three types of site visits may be conducted to international dental education programs.

**FOCUSED CONSULTATION VISIT:** Focused, fee-based programmatic consultation services are available for programs requesting less than comprehensive consultation services or for programs that the Standing Committee has determined would benefit from a focused consultation. Trained content experts will provide the consultation services.

In preparation for the consultation visit, the international dental school will prepare a written document describing its policies and procedures related to the focused topics. The written material will be submitted ninety (90) days prior to an on-site focused consultation visit. All documents and communications will be in English.

Two site visitors (Commission staff and/or volunteers) selected for their expertise in the focused topic areas will make up the visiting committee that provides the focused consultation services and carries out the visit. The trip may be seven days in length, allowing ample time for the committee to adjust to any time change and to access lower airfares. The program will receive a written report summarizing the review and recommendations within sixty (60) days.

**COMPREHENSIVE CONSULTATION VISIT:** A comprehensive, fee-based site visit with programmatic consultation by trained content experts regarding topics such as:

- Institutional effectiveness/outcomes assessment
- Curriculum content and scope
- Competency-based curriculum
- Faculty and staff qualifications and numbers
- Type and adequacy of facilities
- Patient care services and policies
- Student policies and services
- Research for both faculty and staff
- Readiness for accreditation
- Quality assurance
- Comprehensive patient care
- Relationship of dental school to the university and government
- Standards of care

In preparation for a comprehensive consultative site visit, the international dental schools will prepare a written document describing its policies and procedures related to the above topics. All documents and communications will be in English. Four site visitors (curriculum specialist, basic science specialist, clinician educator, and clinician practitioner representing the American Dental Association) and one Commission staff will make up the visiting committee that will conduct the PACV.

1 The visit will involve several interviews with the identified stakeholders of the international dental  
2 education program and the institution's administration. Interviews will be conducted with the  
3 appropriate administrators, faculty, staff and students. The visiting committee will also provide  
4 consultation regarding the facilities. A written report summarizing the evaluation will be provided  
5 to the program within sixty (60) days.

6  
7 **ACCREDITATION SITE VISIT:** The Commission's accreditation service for international dental  
8 education programs is the same as the process and procedures of the accreditation program for U.S.-  
9 based dental education programs. The application process for accreditation of fully-operational  
10 international programs will not be modified. For fully-operational programs, one site visit would  
11 occur upon application and, if successful, subsequent visits would occur on the usual seven-year  
12 cycle established for U.S. predoctoral dental education programs.

13  
14 Programs that are successful in the PACV may submit an application for accreditation and an  
15 application fee for accreditation. The program will also be responsible for all site visit expenses  
16 (actual expenses) for all site visits during the application process and regular site visit schedule.  
17 International programs will pay an administrative fee of 25% of the total site visit cost to the  
18 program for coordination of each site visit. Accredited programs also pay an annual fee. All fees  
19 must be paid in advance in United States dollars and include any bank or other transaction fees. See  
20 CODA Policy on Fees and contact the Commission office for current fee schedule.

21  
22 Commission site visitors will then be selected to evaluate the written application and determine  
23 whether the application is complete and the program is ready for an accreditation site visit. Once  
24 the Commission determines that the program has submitted sufficient information to determine the  
25 program's potential for complying with the accreditation standards, a site visit will be scheduled.

26  
27 A visiting committee consists of six (6) Commission trained volunteer site visitors and one  
28 Commission staff. The committee includes a chair, basic scientist, curriculum site visitor, clinical  
29 science site visitor, finance site visitor, and a national licensure site visitor.

30  
31 The accreditation visit, following the process established for U.S.-based programs, will involve  
32 several interviews with the identified stakeholders of the international dental program and the  
33 institution's administration. Interviews are conducted with the appropriate administrators, faculty,  
34 staff and students. The accreditation site visit committee also verifies that the written application  
35 accurately represents the program through multiple interviews, observations, on-site documentation  
36 review and facility inspection.

37  
38 Following the site visit, the visiting committee writes a preliminary draft site visit report that will be  
39 considered by the Review Committee on Predoctoral Dental Education and the Commission. The  
40 Commission then determines whether to grant the program the appropriate accreditation status.

41 Revised: 8/21; 8/16; 2/16; 8/14; 1/14; Reaffirmed: 8/10; Adopted: 7/06

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## J. SITE VISITORS

1  
2  
3 The Commission uses site visitors with education and practice expertise in the discipline or areas  
4 being evaluated to conduct its accreditation program. Nominations for site visitors are requested  
5 from national dental and dental-related organizations representing the areas affected by the  
6 accreditation process. Self-nominations are accepted. Site visitors are appointed by the  
7 Commission annually and may be re-appointed.

8  
9 During the term of service as a Review Committee member, these individuals should not serve as  
10 site visitors for an actual accreditation site visit to an accredited or developing program, unless  
11 deemed necessary. Two instances when a review committee member could serve on a site visit  
12 include: 1) an inability to find a site visitor from the comprehensive site visitor list, or 2) when  
13 the review committee believes a member should attend a visit for consistency in the review  
14 process. This applies only to site visits that would be considered by the same review  
15 committee on which the site visitor is serving. Review committee members are prohibited from  
16 serving as independent consultants for mock accreditation purposes. These policies help avoid  
17 conflict of interest in the decision making process and minimize the need for recusals.

18  
19 During the term of service as a commissioner, these individuals may not independently consult  
20 with a CODA-accredited program or a program applying for CODA accreditation. In addition,  
21 site visitors serving on the Commission may not serve on a site visit team during their terms.

22  
23 All other active site visitors who independently consult with educational programs accredited by  
24 CODA or applying for accreditation must identify all consulting roles to the Commission and  
25 must file with the Commission a letter of conflict acknowledgement signed by themselves and  
26 the institution/program with whom they consulted. All conflict of interest policies as noted  
27 elsewhere in this document apply. Contact the CODA office for the appropriate conflict of  
28 interest declaration form.

29  
30 Prior to a site visit, a list of site visitors and other participants is reviewed by the  
31 institution/program for conflict of interest or any other potential problem. The  
32 program/institution being site visited will be permitted to remove individuals from the list if a  
33 conflict of interest, as described in the Commission's Conflict of Interest Policy, can be  
34 demonstrated. Information concerning the conflict of interest must be provided in writing clearly  
35 stating the specifics of the conflict.

36  
37 Site visitors are appointed by the Chair and approved by the institution's administration, i.e.  
38 dental school dean or program director. The visiting committee conducts the site visit and  
39 prepares the report of the site visit findings for Commission action. The size and composition of  
40 a visiting committee varies with the number and kinds of educational programs offered by the  
41 institution. All visiting committees will include at least one person who is not a member of a  
42 Review Committee of the Commission or a Commission staff member. Two dental hygiene site

1 visitors shall be assigned to dental school-sponsored dental hygiene site visits.

2  
3 When appropriate, a generalist representative from a regional accrediting agency may be invited  
4 by the chief executive officer of an institution to participate in the site visit with the  
5 Commission's visiting committee. A generalist advises, consults and participates fully in  
6 committee activities during a site visit. The generalist's expenses are reimbursed by the  
7 institution. The generalist can help to ensure that the overall institutional perspective is  
8 considered while the specific programs are being reviewed.

9  
10 The institution is encouraged to invite the state board of dentistry to send a current member to  
11 participate in the site visit. If invited, the current member of the state board receives the same  
12 background materials as other site visit committee members and participates in all site visit  
13 conferences and executive sessions. The state board of dentistry reimburses its member for  
14 expenses incurred during the site visit.

15  
16 In addition to other participants, Commission staff member may participate on the visiting  
17 committee for training purposes. It is emphasized that site visitors are fact-finders, who report  
18 committee findings to the Commission. Only the Commission is authorized to take action  
19 affecting the accreditation status.

20 Revised: 8/19; 2/16; 8/14; 1/14; 1/03, 1/00, 7/97; Reaffirmed: 8/10, 7/09, 7/07, 7/06, 7/01;  
21 CODA: 07/96:10, 12/83:4  
22

23 **1. Appointments:** All site visitor appointments are made annually for one year terms for a  
24 maximum of six consecutive years. Following the maximum appointment period of six  
25 consecutive years, the site visitor may reapply for appointment after one year. In exceptional  
26 circumstances the Review Committee may recommend that the Commission alter an individual's  
27 term limits. Site visitors assist the Commission in a number of ways, including: developing  
28 accreditation standards, serving on special committees, and serving as site visitors on visits to  
29 predoctoral, advanced dental and allied dental education programs.

30  
31 The Commission reviews nominations received from its communities of interest, including  
32 discipline-specific sponsoring organizations and certifying boards. Individuals may also self-  
33 nominate. In addition to the mandatory subject expertise, the Commission always requests  
34 nominations of potentially under-represented ethnic groups and women, and makes every effort to  
35 achieve a pool of site visitors with broad geographic diversity to help reduce site visit travel  
36 expenses.

37  
38 Site visitors are appointed/reappointed annually and required to sign the Commission's Conflict  
39 of Interest Statement, the Agreement of Confidentiality, the Copyright Assignment, Licensure  
40 Attestation, and the ADA's Professional Conduct Policy and Prohibition Against Harassment.  
41 Site visitors must also complete annual training and will receive periodic updates on the  
42 Commission's policies and procedures related to the Health Insurance Portability and

1 Accountability Act (HIPAA). The Commission office stores these forms for seven (7) years. In  
2 addition, site visitors must comply with training requirements, the ADA's travel policy and other  
3 CODA Rules and Regulations. The Commission may remove a site visitor for failing to comply  
4 with the Commission's policies and procedures, continued, gross or willful neglect of the duties  
5 of a site visitor, or other just cause as determined by the Commission.  
6

7 Subsequent to appointment/reappointment by the Commission, site visitors receive an  
8 appointment letter explaining the process for appointment, training, and scheduling of  
9 Commission site visitors.

10 Revised: 8/19; 8/18; 8/14; 7/08; Reaffirmed: 8/10, 1/98, 8/02; CODA: 07/94:9, 01/95:10  
11

12 **2. Criteria For Nomination Of Site Visitors:** For predoctoral dental education programs, the  
13 Commission solicits nominations for site visitors from the American Dental Education Association  
14 to serve in five of six roles on dental education program site visits. The site visitor roles are Chair,  
15 Basic Science, Clinical Science, Curriculum, and Finance. Nominations for the sixth role, national  
16 licensure site visitor, are solicited from the American Association of Dental Boards.  
17

18 For advanced dental education programs, the Commission solicits nominations for site visitors  
19 from the discipline-specific sponsoring organizations and their certifying boards.  
20

21 For allied dental education programs, the American Dental Education Association is an  
22 additional source of nominations that augments, not supersedes, the nominations from the  
23 Commission's other participating organizations, American Dental Assistants Association  
24 (ADAA), American Dental Hygienists' Association (ADHA) and National Association of Dental  
25 Laboratories (NADL)

26 Revised: 8/18; 8/15; 8/14; 8/12; Reaffirmed: 8/19; 8/10, 7/07, 7/01; CODA: 05/93:6-7  
27

28 The Commission requests all agencies nominating site visitors to consider regional distribution,  
29 gender and minority representation and previous experience as a site visitor. Although site  
30 visitors are nominated by a variety of sources, the Commission carefully reviews the  
31 nominations and appoints site visitors on the basis of need in particular areas of expertise. The  
32 pool of site visitors is utilized for on-site evaluations, for special consultations and for special or  
33 Review Committees.  
34

35 All site visitors are appointed for a one-year term and may be re-appointed annually for a total of  
36 six consecutive years. Appointments are made at the Winter (January/February) Commission  
37 meeting and become effective with the close of the ADA annual session in the Fall.

38 Revised: 1/20; 8/19; 8/18; 8/14; 8/12, 7/09, 7/07, 7/01; Reaffirmed: 8/10; Adopted: 7/98  
39  
40

41 A. Predoctoral Dental Education: The accreditation of predoctoral dental education programs is  
42 conducted through the mechanism of a visiting committee. Membership on such visiting

1 committees is general dentistry oriented rather than discipline or subject matter area oriented.  
2 The composition of such committees shall be comprised, insofar as possible, of site visitors  
3 having broad expertise in dental curriculum, basic sciences, clinical sciences, finance, national  
4 licensure (practitioner) and one Commission staff member. The evaluation visit is oriented to  
5 an assessment of the educational program's success in training competent general practitioners.  
6

7 Although a basic science or clinical science site visitor may have training in a specific basic  
8 science or discipline-specific advanced dental education area, it is expected that when  
9 serving as a member of the core committee evaluating the predoctoral program, the site  
10 visitor serves as a general dentist. Further, it is expected that all findings, conclusions or  
11 recommendations that are to be included in the report must have the concurrence of the  
12 visiting committee team members to ensure that the report reflects the judgment of the entire  
13 visiting committee.  
14

15 In appointing site visitors, the Commission takes into account a balance in geographic  
16 distribution as well as representation of the various types of educational settings and  
17 diversity. Because the Commission views the accreditation process as one of peer review,  
18 predoctoral dental education site visitors, with the exception of the national licensure site  
19 visitor, are affiliated with dental education programs.  
20

21 The following are criteria for the six roles of predoctoral dental education site visitors:  
22

23 Chair:

- 24 • Must be a current dean of a dental school or have served as dean within the previous three  
25 (3) years.
- 26 • Should have accreditation experience through an affiliation with a dental education  
27 program accredited by the Commission and as a previous site visitor.  
28

29 Basic Science:

- 30 • Must be an individual who currently teaches one or more biomedical science courses to  
31 dental education students or has done so within the previous three (3) years.
- 32 • Should have accreditation experience through an affiliation with a dental education  
33 program accredited by the Commission or as a previous site visitor.  
34

35 Clinical Science:

- 36 • Must be a current clinical dean or an individual with extensive knowledge of and  
37 experience with the quality assurance process and overall clinic operations.
- 38 • Has served in the above capacity within the previous three (3) years.
- 39 • Should have accreditation experience through an affiliation with a dental education  
40 program accredited by the Commission or as a previous site visitor.  
41

41 Curriculum:

- 42 • Must be a current academic affairs dean or an individual with extensive knowledge and

1 experience in curriculum management.

- 2 • Has served in the above capacity within the previous three (3) years.  
3 • Should have accreditation experience through an affiliation with a dental education  
4 program accredited by the Commission or as a previous site visitor.  
5

6 Finance:

- 7 • Must be a current financial officer of a dental school or an individual with extensive  
8 knowledge of and experience with the business, finance and administration of a dental  
9 school.  
10 • Has served in the above capacity within the previous three (3) years.  
11 • Should have accreditation experience through an affiliation with a dental education  
12 program accredited by the Commission or as a previous site visitor.  
13

14 National Licensure:

- 15 • Should be a current clinical board examiner or have served in that capacity within the  
16 previous three (3) years.  
17 • Should have an interest in the accreditation process.

18 Revised: 8/18; 2/18; 2/16; 8/14; 1/99; Reaffirmed: 8/19; 8/10, 7/07, 7/01; CODA: 07/05, 05/77:4  
19

20 B. Advanced Dental Education: In the disciplines of dental public health, dental anesthesiology,  
21 endodontics, oral and maxillofacial pathology, oral and maxillofacial radiology, oral and  
22 maxillofacial surgery, oral medicine, orofacial pain, orthodontics and dentofacial orthopedics,  
23 pediatric dentistry, periodontics and prosthodontics, sponsoring organizations are advised that  
24 candidates recommended to serve as site visitors be board certified and/or have completed or  
25 participated in a CODA-accredited advanced dental education program in the discipline and must  
26 have experience in advanced dental education as teachers or administrators. Each applicable  
27 Review Committee will determine if board certification is required. Some sponsoring  
28 organizations have established additional criteria for their nominations to the Commission.  
29

30 C. Allied Dental Education in Dental Hygiene: In appointing site visitors, the Commission takes  
31 into account a balance in geographic distribution, representation of the various types of  
32 educational settings, and diversity. Because the Commission views the accreditation process  
33 as one of peer review, the dental hygiene education site visitors are affiliated with dental  
34 hygiene education programs.

35 The following are criteria for selection of dental hygiene site visitors:

- 36 • a full-time or part-time appointment with a dental hygiene program accredited by the  
37 Commission on Dental Accreditation;  
38 • a baccalaureate or higher degree;  
39 • background in educational methodology;  
40 • accreditation experience through an affiliation with a dental hygiene education program  
41 that has completed a site visit; and



- 1 • accreditation experience within the previous three (3) years.

2 Revised: 8/21; 8/18; 8/16; 8/14; Reaffirmed: 8/19; 8/10; Adopted: 7/09

3  
4 D. Allied Dental Education in Dental Assisting: The following are criteria for selection of dental  
5 assisting site visitors:

- 6 • certification by the Dental Assisting National Board as a dental assistant;
- 7 • full-time or part-time appointment with a dental assisting program accredited by the  
8 Commission on Dental Accreditation;
- 9 • equivalent of three (3) years full-time dental assisting teaching experience;
- 10 • baccalaureate or higher degree;
- 11 • demonstrated knowledge of accreditation; and
- 12 • current background in educational methodology.

13 Revised: 8/18; 8/16; 8/14; 2/13, 1/08, 1/98, 2/02; Reaffirmed: 8/19; 8/10, 7/08; CODA:  
14 07/95:5

15  
16 E. Allied Dental Education in Dental Laboratory Technology: The following are criteria for  
17 selection of dental laboratory technology site visitors:

- 18 • background in all five (5) dental laboratory technology specialty areas: complete  
19 dentures, removable dentures, crown and bridge, dental ceramics, and orthodontics;
- 20 • background in educational methodology
- 21 • knowledge of the accreditation process and the Accreditation Standards for Dental  
22 Laboratory Technology Education Programs;
- 23 • Certified Dental Technician (CDT) credential through the National Board of Certification  
24 (NBC); and
- 25 • full or part-time appointment with a dental laboratory technology education program  
26 accredited by the Commission on Dental Accreditation or previous experience as a  
27 Commission on Dental Accreditation site visitor.

28 Revised: 8/18; 8/14; Reaffirmed: 8/19; 8/10; Adopted:  
29 07/09

30 F. Allied Dental Education in Dental Therapy: The following are criteria for selection of dental  
31 therapy site visitors:

- 32 • a full-time or part-time appointment with a predoctoral dental or allied dental education  
33 program accredited by the Commission on Dental Accreditation or an accredited (or  
34 recognized) dental therapy program;
- 35 • a baccalaureate or higher degree;
- 36 • background in educational methodology;
- 37 • accreditation experience through an affiliation with a dental therapy, allied, or predoctoral  
38 dental program that has completed a site visit;\*
- 39 • accreditation experience within the previous three (3) years;\*
- 40 • must either be a licensed dentist educator (general dentist) or licensed dental therapist  
41 educator; and



1 Predoctoral Dental Education Program and Guidelines for Reporting Enrollment Increases in  
2 Advanced Dental Education Programs are available from the Commission office.

3  
4 On occasion, the Commission may learn of program changes which may impact the program's  
5 ability to comply with accreditation standards or policy. In these situations, CODA will contact  
6 the sponsoring institution and program to determine whether reporting may be necessary.  
7 Failure to report and receive approval prior to the program change may result in further review  
8 by the Commission and/or a special site visit, and may jeopardize the program's accreditation  
9 status.

10  
11 The Commission's Policy on Integrity also applies to the reporting of changes. If the  
12 Commission determines that an intentional breach of integrity has occurred, the Commission will  
13 immediately notify the chief executive officer of the institution of its intent to withdraw the  
14 accreditation of the program(s) at its next scheduled meeting.

15  
16 A Report of Program Change must document how the program will continue to meet accreditation  
17 standards. The Commission's Guidelines for Reporting Program Changes are available on the  
18 Commission's website and may clarify what constitutes a change and provide guidance in  
19 adequately explaining and documenting such changes.

20  
21 The following examples illustrate, but are not limited to, changes that must be reported by **June**  
22 **1 or December 1** and must be reviewed by the appropriate Review Committee and **approved by**  
23 **the Commission prior to the implementation** to ensure that the program continues to meet the  
24 accreditation standards:

- 25
- 26 • Establishment of Off-Campus Sites not owned by the sponsoring institution used to meet  
27 accreditation standards or program requirements (See Guidelines on Reporting and Approval  
28 of Sites Where Educational Activity Occurs);
  - 29 • Changes to Off-Campus Sites not owned by the sponsoring institution that impacts the use of  
30 the site (e.g. minor site to major site, or termination of enrollment at or discontinued use of  
31 major site);
  - 32 • Transfer of sponsorship from one institution to another;
  - 33 • Changes in institutional accreditor or pending or final adverse actions. (See Policy on  
34 Regard For Decisions of States and Other Accrediting Agencies);
  - 35 • Moving a program from one geographic site to another, including but not limited to  
36 geographic moves within the same institution;
  - 37 • Program director qualifications not in compliance with the standards. In lieu of a CV, a copy  
38 of the new or acting program director's completed BioSketch must be provided to  
39 Commission staff. Contact Commission Staff for the BioSketch template.
  - 40 • Substantial increase in program enrollment as determined by preliminary review by the  
41 discipline-specific Review Committee Chair.

- 1           ○ Requests for *retroactive permanent* increases in enrollment will not be considered.  
2           Requests for *retroactive temporary* increases in enrollment may be considered due to  
3           special circumstances on a case-by-case basis. Programs are reminded that resources  
4           must be maintained even when the full complement of students/residents is not  
5           enrolled in the program. (see Policy on Enrollment Increases In Advanced Dental  
6           Education Programs and Predoctoral programs see Guidelines for Requesting an  
7           Increase in Enrollment in a Predoctoral Dental Education Program);
- 8       ● Change in the nature of the program’s financial support that could affect the ability of the  
9       program to meet the standards;
  - 10      ● Curriculum changes that could affect the ability of the program to meet the standards;
  - 11      ● Reduction in faculty or support staff time commitment that could affect the ability of the  
12      program to meet the standards;
  - 13      ● Change in the required length of the program;
  - 14      ● Reduction of program dental facilities that could affect the ability of the program to meet the  
15      standards;
  - 16      ● Addition of advanced standing opportunity, part-time track or multi-degree track, or other  
17      track offerings; and/or
  - 18      ● Expansion of a developing dental hygiene or assisting program which will only be  
19      considered after the program has demonstrated success by graduating the first class,  
20      measured outcomes of the academic program, and received approval without reporting  
21      requirements.
  - 22      ● Implementation of changes in the use of distance education that could affect the ability of the  
23      program to meet the standards (see reporting requirements found in the Policy on Distance  
24      Education).

25  
26 ~~The Commission recognizes that unexpected changes may occur. If an unexpected change~~  
27 ~~occurs, it must be reported no more than 30 days following the occurrence. Unexpected changes~~  
28 ~~may be the result of sudden changes in institutional commitment, affiliated agreements between~~  
29 ~~institutions, faculty support, or facility compromise resulting from natural disaster (See~~  
30 ~~Policy/Guidelines on Interruption of Education). Failure to proactively plan for change will not~~  
31 ~~be considered an unexpected change. Depending upon the timing and nature of the change,~~  
32 ~~appropriate investigative procedures including a site visit may be warranted.~~  
33

34 The following examples illustrate, but are not limited to, additional program changes that must  
35 be reported in writing **at least thirty (30) days prior to the anticipated implementation of the**  
36 **change** and are not reviewed by the Review Committee and the Commission but are reviewed at  
37 the next site visit:  
38

- 39      ● Establishment of Off-Campus Sites owned by the sponsoring institution used to meet  
40      accreditation standards or program requirements;
- 41      ● Expansion or relocation of dental facilities within the same building;

- 1 • Change in program director. In lieu of a CV, a copy of the new or acting program director's  
2 completed BioSketch must be provided to Commission staff. Contact Commission Staff for  
3 the BioSketch template.
- 4 • First-year non-enrollment. See Policy on Non Enrollment of First Year Students/Residents.
- 5 ~~• Addition of distance education methods (see reporting requirements found in the Policy on~~  
6 ~~Distance Education).~~

7  
8 The Commission recognizes that unexpected, changes may occur. If an unexpected change  
9 occurs, it **must be reported no more than 30 days following the occurrence.** Unexpected  
10 changes may be the result of sudden changes in institutional commitment, affiliated agreements  
11 between institutions, faculty support, or facility compromise resulting from natural disaster (See  
12 Policy/Guidelines on Interruption of Education). Failure to proactively plan for change will not  
13 be considered an unexpected change. Depending upon the timing and nature of the change,  
14 appropriate investigative procedures including a site visit may be warranted.

15  
16 The Commission uses the following process when considering reports of program changes.  
17 Program administrators have the option of consulting with Commission staff at any time during  
18 this process.

- 19
- 20 1. A program administrator submits the report by **June 1 or December 1.**
- 21 2. Commission staff reviews the report to assess its completeness and to determine whether the  
22 change could impact the program's potential ability to comply with the accreditation  
23 standards. If this is the case, the report is reviewed by the appropriate Review Committee for  
24 the discipline and by the Commission.
- 25 3. Receipt of the report and accompanying documentation is acknowledged in one of the  
26 following ways:
  - 27 a. The program administrator is informed that the report will be reviewed by the appropriate  
28 Review Committee and by the Commission at their next regularly scheduled meeting.  
29 Additional information may be requested prior to this review if the change is not well-  
30 documented; or
  - 31 b. The program administrator is informed that the reported change will be reviewed during  
32 the next site visit.
- 33 4. If the report will be considered by a Review Committee and by the Commission, the report is  
34 added to the appropriate agendas. The program administrator receives notice of the results of  
35 the Commission's review.

36  
37 The following alternatives may be recommended by Review Committees and/or be taken by the  
38 Commission in relation to the review of reports of program changes received from accredited  
39 educational programs.

- 40 • *Approve the report of program change:* If the Review Committee or Commission does not  
41 identify any concerns regarding the program's continued compliance with the accreditation  
42 standards, the transmittal letter should advise the institution that the change(s) have been

1 noted and will be reviewed at the next regularly-scheduled site visit to the program.

- 2 • *Approve the report of program change and request additional information:* If the Review  
3 Committees or Commission does not identify any concerns regarding the program's  
4 compliance with the accreditation standards, but believes follow up reporting is required to  
5 ensure continued compliance with accreditation standards, additional information will be  
6 requested for review by the Commission. Additional information could occur through a  
7 supplemental report or a focused site visit,
- 8 • *Postpone action and continue the program's accreditation status, but request additional*  
9 *information:* The transmittal letter will inform the institution that the report of program  
10 change has been considered, but that concerns regarding continued compliance with the  
11 accreditation standards have been identified. Additional specific information regarding the  
12 identified concerns will be requested for review by the Commission. The institution will be  
13 further advised that, if the additional information submitted does not satisfy the Commission  
14 regarding the identified concerns, the Commission reserves the right to request additional  
15 documentation, conduct a special focused site visit of the program, or deny the request.
- 16 • *Postpone action and continue the program's accreditation status pending conduct of a*  
17 *special site visit:* If the information submitted with the initial request is insufficient to  
18 provide reasonable assurance that the accreditation standards will continue to be met, and the  
19 Commission believes that the necessary information can only be obtained on-site, a special  
20 focused site visit will be conducted.
- 21 • *Deny the request:* If the submitted information does not indicate that the program will  
22 continue to comply with the accreditation standards, the Commission will deny the request  
23 for a program change. The institution will be advised that they may re-submit the request of  
24 program change with additional information if they choose. If the program change was  
25 submitted retroactively, and non-compliance is identified, the program's accreditation status  
26 will be changed. The transmittal letter will inform the institution that the report of program  
27 change has been considered, but an area of non-compliance with the accreditation standards  
28 has been identified. The program's accreditation status is changed and additional specific  
29 information regarding the identified area(s) of non-compliance will be requested for review  
30 by the Commission.

31  
32 Revised: 8/21; 2/21; 8/20; 1/20; 8/18; 2/18; 8/17; 8/16; 2/16; 8/15; 2/15; 8/13 2/12, 8/11, 8/10, 7/09,  
33 7/07, 8/02, 7/97; Reaffirmed: 7/07, 7/01, 5/90; CODA: 05/91:11  
34

## 35 T. POLICY ON DISTANCE EDUCATION

36  
37 The Commission's accreditation standards have been stated, purposefully, in terms which allow  
38 flexibility, innovation and experimentation. Regardless of the method(s) used to provide  
39 instruction, the Commission expects that each accredited program will comply with the  
40 accreditation standards.  
41

1 Distance education means education that uses one or more of the technologies listed below to  
2 deliver instruction to students/residents/fellows who are separated from the instructor or  
3 instructors and to support regular and substantive interaction between the  
4 students/residents/fellows and the instructor or instructors, either synchronously or  
5 asynchronously. The technologies may include:

- 6 • the internet;
- 7 • one-way and two-way transmissions through open broadcast, closed circuit, cable,  
8 microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- 9 • audio conferenceing; and/or
- 10 • Other media video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs  
11 are used in a course in conjunction with any of the technologies listed above.

12  
13 For purposes of this definition, an instructor is an individual responsible for delivering course  
14 content and who meets the qualifications for instruction established by an institution's or  
15 program's accrediting agency.

16 For purposes of this definition, substantive interaction is engaging students/residents/fellows in  
17 teaching, learning, and assessment, consistent with the content under discussion, and also includes  
18 at least two of the following:

- 19 • Providing direct instruction;
- 20 • Assessing or providing feedback on a student's/residents's/fellow's coursework;
- 21 • Providing information or responding to questions about the content of a course or  
22 competency;
- 23 • Facilitating a group discussion regarding the content of a course or competency; or
- 24 • Other instructional activities approved by the institution's or program's accrediting  
25 agency.

26  
27 An institution ensures regular interaction between a student/resident/fellow and an instructor or  
28 instructors by, prior to the student's/residents's/fellow's completion of a course or competency:

- 29 • Providing the opportunity for substantive interactions with the student/resident/fellow on  
30 a predictable and scheduled basis commensurate with the length of time and the amount  
31 of content in the course or competency; and
- 32 • Monitoring the student's/residents's/fellow's academic engagement and success and  
33 ensuring that an instructor is responsible for promptly and proactively engaging in  
34 substantive interaction with the student/resident/fellow when needed on the basis of such  
35 monitoring, or upon request by the student/resident/fellow.

36  
37 A program that is planning to implement the use of distance education methods must submit a  
38 report of program change (See Policy on Reporting Program Changes in Accredited Programs)

1 and include evidence of the program's compliance with the Student/Resident/Fellow Identity  
2 Verification noted below. Upon review and Commission acknowledgement that the program has  
3 addressed all Student/Resident/Fellow Identity Verification requirements, the use of distance  
4 education and the program's compliance with the below noted items will be further reviewed at  
5 the time of the program's next site visit.

6 Revised: 8/21; 8/20; 8/10; Reaffirmed: 8/15

7  
8 **1. Student/Resident/Fellow Identity Verification Requirement For Programs That **Have****  
9 **Offer Distance Education **Sites**:**

10 Programs that offer distance education must:

- 11  
12
- 13 • have a process in place through which the program establishes that the  
14 student/resident/fellow who registers in a distance education course or program is the same  
15 student/resident/fellow who participates in and completes the course or program and receives  
16 the academic credit;
  - 17 • verify the identity of a student/resident/fellow who participates in class or coursework by  
18 using, at the option of the program, methods such as a secure login and pass code; proctored  
19 examinations; and/or new or other technologies and practices that are effective in verifying  
20 student/resident/fellow identity;
  - 21 • make clear in writing that processes are used that protect student/resident/fellow privacy;
  - 22 • notify students/residents/fellows of any projected additional student/resident/fellow charges  
23 associated with the verification of student/resident/fellow identity at the time of registration  
24 or enrollment.

25 Revised: 8/21; 8/20; Reaffirmed: 8/15; Adopted: 8/10