

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: General – Student Administration

BCOM Policy 3106

TOPIC: Accreditation Grievance

Approval Date: 05/16

Ratified: 11/29/16

Approved: *Signature on File*

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*Policy reformatted and renumbered for uniformity July 2017

Accreditation Grievance

Students, faculty, staff or any individual and/or institution can file a complaint related to the COCA accreditation Standards. A copy of the COCA accreditation Standards can be provided to students for review from the Office of Student Affairs. A set of procedures has been established for this process.

Procedures:

1. Any student wishing to file a complaint must do so in writing and submit it to the Assistant Dean for Student Affairs. The form is available at the Office of Student Affairs. An elected class representative may file.
2. The Assistant Dean for Student Affairs will forward the complaint to the Dean/CAO.
3. The complaint must be in good faith and be related to a violation of a COCA Accreditation Standard. The student must present an explanation of the Standard violation and must also submit any supporting documentation/evidence.
4. The student will also be required to provide evidence that the matter was presented through appropriate institutional resolution channels before being submitted to COCA. Each step, effort and action taken by the student and the College must be documented in writing.
5. The Dean/CAO will address the complaint.
6. If corrective action is necessary, the Dean/CAO will ensure that the corrective action is carried out. The student will be notified in writing of the finding and corrective action taken.
7. If the complaint is not corrected to the satisfaction of the student, the individual may contact COCA at the address provided:

**Vice President, Accreditation
American Osteopathic Association
142 East Ontario Street
Chicago, IL 60611**

**Phone: (800) 621-1773
(312) 202-8097
Fax: (312) 202 8397
Email: predoc@osteopathic.org**

The COCA accreditation standards can be found at the following address:

<http://www.osteopathic.org/inside-aoa/accreditation/COM-accreditation/Pages/standards-and-procedures-disclaimer.aspx>

Educational Institution Licensure

The Burrell College of Osteopathic Medicine is an incorporated, private institution under the authority of the New Mexico Higher Education Department and License and Regulatory Office of the State Board of Osteopathic Medicine, the licensing agencies for private, higher-education programs in the state. BCOM will award the Doctor of Osteopathic Medicine degree by virtue of satisfying accreditation requirements by the Commission on Osteopathic College Accreditation and licensure obligations by the State of New Mexico to operate a private institution of higher education.

Licensure Grievances

Students wishing to file a complaint related to licensure should make these complaints in writing to the Assistant Dean for Student Affairs who will forward the complaint to the Dean. Forms are available through the Office of Student Affairs. If the complaint is not satisfied through BCOM process, students may report the complaint to:

<http://www.hed.state.nm.us/students/complaints.aspx>

<http://www.rld.state.nm.us/boards/Osteopathy.aspx>