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| Policy Title: | ACAOM Standards Review Policy |
| Approved By: | ACAOM Executive Committee |
| Document History: | Implementation Date: 2011 Last Updated: 14 November 2017 |
| Related Policies: | ACAOM <i>Eligibility Requirements</i> ; ACAOM <i>Standards and Criteria for Accreditation</i> |
| References: | 34 CFR Part 602; 20 U.S. Code § 1099(b) |
| Responsible Official: | ACAOM Executive Director |

Policy Summary: This guidance describes how the Commission reviews and revises its *Eligibility Requirements and Standards and Criteria for Accreditation*.

General Overview

The Commission engages in a systematic program of review every five (5) years or sooner that demonstrates that its eligibility requirements, and standards and criteria for accreditation, are appropriate to evaluate the quality of education and training provided by the programs/institutions that it accredits, and are relevant to the professional needs of students.

If the Commission determines, at any point during its systematic program of review, that changes to its eligibility requirements and/or standards and criteria for accreditation are needed, action will be initiated within six (6) months to make the changes. Changes will be completed within a reasonable period of time. Commission communities of interest, including accredited and pre-accredited ("Candidate") programs/institutions, relevant state licensing/authorizing agencies, other accrediting agencies, acupuncture and Oriental medicine organizations, and members of the public, will be notified of the proposed changes and encouraged to submit comments. The ACAOM Standards and Criteria Committee will consider the comments received before finalizing the changes and presenting them to the full Commission for consideration.

Procedures for Revising ACAOM's *Eligibility Requirements*, and *Standards and Criteria for Accreditation*

1. The Commission, through its Standards and Criteria Committee, conducts a comprehensive review of its *Eligibility Requirements*, and its *Standards and Criteria for Accreditation*, at least every five (5) years.
2. The Commission also considers proposals for changes to its *Eligibility Requirements*, and its *Standards and Criteria for Accreditation* when they are presented to the Commission:
 - a. Through internal suggestions by Commissioners or staff;
 - b. Through suggestions by ACAOM communities of interest;
 - c. Through third party testimony, either written or verbal, from students, graduates, faculty, college administrators, clinical instructors, practitioners, professional organizations, or members of the public, among others; and
 - d. Through new regulations or provisions for recognition promulgated by the U.S. Secretary of Education.
3. The Commission uses the following procedures for adopting changes to its *Eligibility Requirements* and its *Standards and Criteria for Accreditation*:

- a. Suggestions for change are reviewed by the Commission's Standards and Criteria Committee and, if appropriate, incorporated into a draft proposal for change.
- b. Draft proposals are presented to the full Commission for a decision on whether to move forward and solicit public comment.
- c. Subject to paragraph b above, the Commission provides opportunities for public comment on all changes to its *Eligibility Requirements*, and its *Standards and Criteria for Accreditation*, which may involve the solicitation of written comments, on-line standards surveys, and public hearings. The period for public comment is generally thirty (30) days.
- d. Upon expiration of the public comment period, the Commission's Standards and Criteria Committee reviews and summarizes all public comments received and assists the Commission in its consideration and decision whether to amend or adopt draft proposals.
- e. *Eligibility Requirements* and *Standards and Criteria for Accreditation* that are adopted by the Commission are published on ACAOM's web site and in relevant Commission publications and governing documents.

NOTE: THE COMMISSION MAY ADOPT NON-SUBSTANTIVE CHANGES AND TECHNICAL AMENDMENTS TO ITS ELIGIBILITY REQUIREMENTS AND *STANDARDS AND CRITERIA FOR ACCREDITATION* OUTSIDE OF THESE PROCEDURES IN LIMITED CIRCUMSTANCES WHEN NECESSARY TO: PROVIDE CLARIFICATION; TO IMPLEMENT SPECIFIC REQUIREMENTS THAT ARE MANDATED BY THE U.S. SECRETARY OF EDUCATION; TO ADDRESS MINOR CHANGES IN ACAOM'S POLICIES AND PROCEDURES, OR TO CONFORM TO THE COMMISSION'S ADOPTED PUBLICATION FORMATS.

Revision History

| Date Revised | Summary of Revisions | Approved By |
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| 161030 | Refreshed and Reformatted | ACAOM Executive Director |
| 171114 | Periodic policy review completed. One minor change made - changed "adequate" to "appropriate" | ACAOM Executive Director |
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