

**CCE<sup>®</sup>**  

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**THE COUNCIL ON**  

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**CHIROPRACTIC**  

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**EDUCATION**  

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**Manual of Policies**

**of**

**The Council on Chiropractic Education, Inc.<sup>®</sup>**

**January 2012**

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## **Foreword**

The following 2012 edition of The Council on Chiropractic Education (CCE) *Manual of Policies* was approved by the Council at the January 13, 2012 Annual Meeting in accordance with CCE Policy 25, *Authority, Responsibility and Action Regarding CCE Policy*. CCE Policy 12 is a new policy and CCE Policies 1, 2, 5, 8, 18, 23, 24, 25 & 111 were changed with minor revisions or for continued compliance with USDE requirements. No existing policies were deleted from the previous edition of this manual.

Questions regarding CCE *Policies* and this manual should be directed to the Council Chair or the CCE President through the CCE Administrative Office.

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## **CCE Policy 1            Substantive Change**

Accreditation is granted or reaffirmed according to curricula, services and conditions existing at the time of that action. To maintain its recognition with the Department of Education and in accordance with the Code of Federal Regulation 34 (CFR 34), 602.22, the CCE must require prior approval of substantive changes before each change can be included in the DCP's accredited status. For this reason, CCE - accredited DCPs are required to inform the Council in writing of substantive changes prior to their implementation.

### **A. Definition**

CCE's definition of substantive change includes, but is not limited to, the following types of changes and required submission of a substantive change application:

1. Change in the established mission and/or objectives.  
Note: Rephrasing a mission statement is not substantive if it does not alter the meaning and content of the original wording
2. A significant change in content or method of delivery of programs since the last Council Status Review Meeting.  
Note: Periodic, minor modifications to course content, sequencing or delivery methods do not constitute a substantive change
3. Add a degree program different from that which is included in the institution's current accreditation.
4. Change in method of awarding course or program credit (e.g., clock hour to credit hour).
5. An increase, of 10% or more, in the number of clock or credit hours required or awarded to complete the program.
6. If the Council's accreditation of an institution enables the institution to seek eligibility to participate in title IV, HEA programs, the entering into a contract under which an institution or organization not certified to participate in the title IV, HEA programs offers more than 25 percent of one or more of the accredited institution's educational programs.
7. Change in the legal status, form of control, or ownership.
8. Establishing a new location offering at least 50% of the educational program as an additional branch campus (See Section D for further information).
9. Establishing a new location offering approximately 50% of the educational program as an additional educational site, but not defined as a branch campus (See Section D for further information).

Note: The addition of such locations must be approved by the Council if the institution, 1) has a total of three or fewer additional locations; or (2) has not demonstrated to the satisfaction of the Council that it has a proven record of effective educational oversight of additional locations; or (3) has been placed on notice, probation or show cause by the Council or is subject to some limitation by the Council on its accreditation status.

## **CCE Policy 1            Substantive Change (cont.)**

10. Consolidation/Merger with another DCP or Institution (See Section E for further information)  
Note: The Council defines a consolidation as the combination or transfer of the assets of at least two (2) distinct DCPs to that of a newly formed DCP. A merger is defined as the acquisition by one DCP of another DCPs asset.
11. The addition of a permanent location at a site at which the institution is conducting a teach-out for students of another institution that has ceased operating before all students have completed their program of study.
12. Moving a campus (Local or Distant)

### **B. DCP Application**

The substantive change application must describe how the DCP plans to continue to meet the requirements of the CCE Standards while implementing the change, and must include the following information:

1. Description of the nature of the substantive change.
2. Rationale for the substantive change, including an assessment of the need.
3. Documentation of the legal authority for the substantive change and notification required by the governing board, to any state or regional accrediting body.
4. Proposed timetable for the implementation of the substantive change.
5. Description of any change in the administrative organization and of the board governance structure (specifically if a consolidation or merger).
6. Identification of resources required to support the change, including financial resources (with a specific budget for the first year of the consolidation/merger and a copy of the most recent audit from each institution), library/learning resources, physical facilities, and equipment; a statement of specific expected qualifications if additional faculty will be employed; and, information on how required additional resources will be secured.
7. Proposed processes for monitoring and evaluating the expected outcomes of the change and for using the results of evaluation to improve educational programs, services and operations.
8. Descriptions of changes in governance, location or educational program, including changes in admission requirements or procedures, instruction, and curriculum.
9. Overview of student enrollment and, if applicable, facilitation of enrolled students not moving to new location.
10. Information regarding external consultants with whom the DCP may have contracted.

## **CCE Policy 1            Substantive Change (cont.)**

A DCP that is required to submit a formal request for substantive change to a state or regional approval agency may submit a copy of that formal request, documents supporting the request, and the state response to the request, to the Council Chair in lieu of the substantive change application. If the DCP does so, the material submitted must include, and be indexed to refer to, all information required in the CCE substantive change application.

All applications must be received in the CCE Administrative Office no later than December 1<sup>st</sup> for review by the Council at the regularly scheduled Annual Council Meeting or June 1<sup>st</sup> for review by the Council at the regularly scheduled Semi-Annual Council Meeting. If not received prior to the established dates, the Council Chair will determine if a special Council Meeting will convene to review the substantive change or if the application will be reviewed at the next regularly scheduled Council Meeting.

The substantive change application should be addressed to the Council Chair with one hard copy and one electronic version (flash drive or CD) sent through the CCE Administrative Office. The application should be concise but also contain all the requirements listed in the DCP Application section above. The electronic version should be compiled into one document for easy access and transportability.

### **C. Council Action**

Upon receipt, the Council Chair and the Council Development Committee Chair will review the application for form and content and may request further information before submitted to the Council.

When the application is determined complete, the Council Chair will inform the DCP that the application will be forwarded to the Council for consideration, whereupon the Council will review the application at the next regularly scheduled meeting and take one of the following actions:

1. Accept the application and approve the substantive change;
2. Defer action and request additional information; or
3. Deny approval of the substantive change with no affect on the program's current accreditation. Denials may be appealed in accordance with CCE Policy 8.

When the Council approves a substantive change application, the Council also determines if or when a site visit will occur and what type of site visit will be conducted, comprehensive or focused. If the substantive change application is regarding items 1-6 in Section A of this policy, a site visit is at the discretion of the Council. If the application is regarding items 7-12, federal regulations require the Council conduct a site visit within six (6) months to each additional location the institution establishes, if the institution:

1. Has a total of three (3) or fewer additional locations;
2. Has not demonstrated to the satisfaction of the Council that it has a proven record of effective educational oversight of additional locations; or

## **CCE Policy 1            Substantive Change (cont.)**

3. Has been placed on notice, probation or show cause by the Council or is subject to some limitation by the Council on its accreditation status.

With regard to item 8 in Section A, after approval of the substantive change application the Council will determine when the first cohort is scheduled to graduate based on the information provided by the DCP. Once the graduation date has been established, the Council will then notify the DCP when its Self-Study is due and when it can anticipate its first comprehensive site visit to take place on the additional location campus. In all instances, the DCP is afforded the right to have at least two Status Review Meetings with the Council at its regularly scheduled Council Meetings prior to its first cohort graduation.

Once the site visit is conducted the Council will review the Self-Study Report, Final Site Team Report, the DCP Response to the Report and the DCP's appearance at the Council meeting, and decide to award, defer or deny the accreditation of the additional location. If accreditation is granted, the Council will place the additional location campus on the CCE Schedule of Accreditation Activities to determine when biennial reports and site visits will occur in the normal accreditation cycle. If the accreditation decision is deferred, the DCP will be required to submit a progress report in preparation for a return site visit for review by the Council at the next regularly scheduled Council Meeting. If accreditation is denied, the DCP has the option to file an appeal in accordance with the CCE appeals policy.

The Council may also conduct, at reasonable intervals, visits to additional sites of DCPs that operate more than three (3) additional sites and conduct visits to additional sites to ensure that accredited DCPs that experience rapid growth in the number of additional locations maintain educational quality.

The purpose of the visits is to verify that the additional location has the personnel, facilities and resources it claimed to have in its application to the Council for approval of the additional location.

### **D. Additional Educational Site or Branch Campus**

The Council defines an additional education site as a location of a program or part of a program that is geographically apart from the main campus of the institution, but not necessarily independent of the main campus. These sites do not meet the definition of a branch campus as established by the Department of Education.

The Department of Education defines a branch campus as a location of a program that is geographically apart and independent of the main campus of the institution. A location is independent of the main campus if the location:

1. Is permanent in nature;
2. Offers courses in the DCP leading to the doctor of chiropractic degree;
3. Has its own faculty and administrative or supervisory organization; and
4. Has its own budgetary and hiring authority.

## **CCE Policy 1            Substantive Change (cont.)**

The Council will list branch campuses and additional educational sites separate from the main campus listing on the official CCE website and in accordance with CCE policies and procedures for public disclosure.

### **E. Consolidation/Merger with another DCP or Institution**

Prior to consolidation/merger, it is the responsibility of the accredited DCP(s) to submit written notification to the Council Chair. Notification must be made at least six (6) months in advance of the designated date for final approval of the consolidation/merger by the new organization's governing board. Upon notification, the Council Chair or designee will ask the organizations involved in the consolidation/merger to submit a combined written application. The application must describe how each DCP plans to continue to meet the CCE Standards while implementing the change.

If the Council approves the consolidation/merger, the DCPs involved in the consolidation/merger will be considered one accredited DCP pending final approval by the new program's governing board. The Council will send a site team within one year of the consolidation/merger. Following review of the site team report and DCP response, the Council will:

1. Continue accreditation, or
2. Impose sanction for failure to maintain compliance with the CCE Standards

A DCP undertaking an approved consolidation/merger will be required to complete a self-study and undergo review for reaffirmation of accreditation within four (4) years following Council action to continue accreditation. The DCP will then maintain the normal accreditation review cycle in accordance with the CCE Schedule of Accreditation Activities.

Should the Council determine that the proposed substantive change would adversely affect each DCP's compliance with the requirements of the CCE Standards, and the change is not approved by the Council and not implemented, the DCPs will maintain their separate accredited status. However, if the DCPs proceed with implementation of the unapproved consolidation/merger, the accreditation of the CCE-accredited DCPs involved will be subject to further reporting requirements, site visits and possible adverse action by the Council.

**Approved:    1/28/95**

**Revised:     1/24/98, 1/14/01, 1/12/03, 1/22/06, 3/8/09, 1/14/11, 1/13/12**

## **CCE Policy 2                      Closure or Cessation of Operation of a DCP, Branch Campus or Additional Educational Site**

This policy addresses situations in which an accredited doctor of chiropractic degree program (DCP) ceases, or plans to cease, operations. This includes doctor of chiropractic degree programs at solitary purpose institutions holding institutional accreditation from the CCE, DCPs holding programmatic accreditation from the CCE and housed within larger institutions, and additional educational sites or branch campuses as defined within CCE Policy1.

### **Definitions**

Teach-out plan means a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides one hundred percent of the doctor of chiropractic degree offered, ceases to operate before all students have completed their doctor of chiropractic degree program, and may require a teach-out agreement between institutions.

Teach-out agreement means a written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their doctor of chiropractic degree program if an institution, or an institutional location that provides one hundred percent of the doctor of chiropractic degree offered, ceases to operate before all enrolled students have completed their program of study. A teach-out agreement must be signed by authorized representatives of both institutions.

Teach-out institution means the institution that is named in the teach-out agreement to continue the doctor of chiropractic degree program of study for students affected by the closure of the DCP.

### **Submission of a Teach-Out Plan**

It is the expectation of the CCE and the U.S. Department of Education that students be provided a reasonable opportunity to continue their education and complete their doctor of chiropractic degree program despite the closure of an accredited DCP. To ensure this, the DCP or institution has two possible courses of action, the selection of which must be discussed in the submitted teach-out plan:

1. The institution ceases enrolling new students in the doctor of chiropractic degree program and teaches out currently enrolled students. If then terminates the program, the operations of a branch campus, or the operations of the institution after students have graduated.
2. The institution enters into an agreement for another accredited DCP to teach out the doctor of chiropractic degree program. This option requires the submission and approval of a teach-out agreement.

The CCE requires the submission of a teach-out plan for CCE approval from an institution housing a doctor of chiropractic degree program under the following circumstances:

1. Notification of the CCE by the Secretary of Education that the Secretary has initiated an emergency action against an institution, or an action to limit, suspend, or terminate an institution participating in any Title IV program.

**CCE Policy 2                    Closure or Cessation of Operation of a DCP, Branch Campus or  
Additional Educational Site (cont.)**

2. The CCE acts to withdraw, terminate, or suspend the accreditation of the DCP or the institution housing the DCP.
3. The DCP or the institution housing the DCP notifies the CCE that it intends to cease operations entirely or close a location that provides one hundred percent of the doctor of chiropractic degree program.
4. A state licensing or authorizing agency notifies the CCE that an institution's license or legal authorization to provide the doctor of chiropractic degree program has been or will be revoked.

All teach-out plans must be submitted to the CCE for approval. The CCE will evaluate the teach-out plan to ensure it provides for the equitable treatment of students, including the completion of the doctor of chiropractic degree program within a reasonable period of time. When an institution or DCP desires to stop admitting new students and to teach-out existing students without involving another institution, no teach-out agreement is required. The teach-out plan must provide evidence that:

1. The institution or DCP has the necessary resources and support services to provide an acceptable level of quality of the degree program, including the clinical education component, for the duration of the program. Assurances must be provided that sufficient qualified staff and faculty will remain in order to complete the program.
2. The institution or DCP can remain stable, carry out its mission, and meet all obligations to existing students; and
3. The institution or DCP can continue to provide Title IV financial aid; and
4. Appropriate arrangements have been made for the custody, preservation, and accessibility of academic records, including records of clinical educational work.

**Submission of a Teach-Out Agreement**

When the teach-out plan indicates that another institution will be required in order for students to complete their education, a teach-out agreement must be submitted to, and approved by, the CCE.

A teach-out plan and agreement must be consistent with applicable standards and regulations, and provides for the equitable treatment of students by ensuring that:

1. The teach-out institution has the necessary experience, resources, and support services to:
  - a. Provide a doctor of chiropractic degree program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by the institution that is ceasing operations either entirely or at one of its locations: and

**CCE Policy 2                      Closure or Cessation of Operation of a DCP, Branch Campus or  
Additional Educational Site (cont.)**

- b. Remain stable, carry out its mission, and meet all obligations to existing students;  
and,
- c. Provide Title IV financial aid.

2. The teach-out institution demonstrates that it can provide students access to the program and services without requiring them to move or travel substantial distances. Whenever possible, students should be able to complete their education without additional charges. The teach-out plan and agreement should include a procedure to notify students about the tuition and fees of the teach-out institution. In cases where students have held institutional scholarships or grants, appropriate agreements should be negotiated if there are available funds that can be legally used to support students while completing the doctor of chiropractic degree at other institutions.

3. Appropriate arrangements have been made for the custody, preservation, and accessibility of academic records, including records of clinical educational work. The teach-out agreement should include consideration of access to patient records in order to verify students' clinical experiences required by these Standards.

Any CCE-accredited program that enters into a tech-out agreement with, or on behalf of, another institution, regardless of whether that institution has presented a teach-out plan to the CCE or is accredited by the CCE, shall submit the teach-out agreement to the CCE for approval prior to its implementation. The CCE may approve the teach-out agreement only if the agreement is between institutions or DCPs that are accredited by the CCE. The CCE may require the teach-out institution to submit a substantive change proposal as part of this process.

**Extension of Accreditation**

The accreditation of an institution or program ordinarily ceases when the institution is closed or the program ceases operation. When the governing board of an accredited DCP or institution housing a DCP decides to close the institution or cease operation of the program, it may seek from the CCE an extension of its accreditation beyond the publicly announced date of closing. The sole purpose of the extension is to ensure that its students can complete the doctor of chiropractic degree program without undue difficulty. Extension of accreditation is typically for no longer than one year beyond the date of closing, although the Council has the latitude to extend that period under extenuating circumstances. To approve an extension of accreditation, the CCE must be assured of:

- 1. the outgoing legal existence of the institution beyond closing; and
- 2. the existence of a teach-out agreement with another institution that meets CCE and federal requirements; and
- 3. the existence of appropriate processes to guarantee that all degrees granted after the date of closing meet the graduation requirements established by an institution.

**CCE Policy 2                      Closure or Cessation of Operation of a DCP, Branch Campus or  
Additional Educational Site (cont.)**

**Notification of Other Agencies and Consent for Disclosure of Information**

For DCPs holding programmatic accreditation from the CCE, the CCE will notify the respective regional accrediting agency of its decision on any submitted teach-out plans and agreements. Submission of teach-out plans and agreements to the CCE implies consent for the CCE to discuss the accreditation status and decisions with respective regional accrediting agency and with the teach-out institution.

**Closure without a Teach-Out Plan or Agreement**

If an institution or DCP the CCE accredits closes without a teach-out plan or agreement, the CCE will work with the U.S. Department of Education and the appropriate state agency, to the extent feasible, to assist students in finding reasonable opportunities to complete their education without additional charges.

**Approved:     1/14/01**

**Revised:     1/12/03, 3/8/09, 1/17/10, 1/13/12**

### **CCE Policy 3            CCE Meta-Competencies & Guidelines**

The DCP is required to demonstrate that its students have achieved the mandatory meta-competencies and their required components and outcomes noted below. Within the constraints of the meta-competencies and evidence-informed assessment techniques, each DCP is free to determine its own method of meta-competency delivery and assessment. Ultimately, the DCP is accountable for the quality and quantity of its evidence of compliance with the meta-competencies and their required components and outcomes.

A meta-competency assessment guide, Guidelines for DCP Assessment of Meta-Competencies, is attached to this policy. The guide is designed to provide insight into several options for documenting success in achieving the competency requirements. The guidelines are not meant to be all inclusive or prescriptive with respect to the evidence necessary to demonstrate compliance.

#### **CCE Clinical Education Meta-Competencies** **A graduate of a CCE accredited DCP is competent in the areas of:**

#### **META-COMPETENCY 1 - ASSESSMENT & DIAGNOSIS**

**An assessment and diagnosis requires developed clinical reasoning skills. Clinical reasoning consists of data gathering and interpretation, hypothesis generation and testing, and critical evaluation of diagnostic strategies. It is a dynamic process that occurs before, during, and after the collection of data through history, physical examination, imaging, and laboratory tests.**

#### **REQUIRED COMPONENTS:**

- A. Compiling a case-appropriate history that involves a process focused on patients' health status, including a history of any present illness, systems review, and review of past, family and psychosocial histories for the purpose of directing clinical decision-making.
- B. Determining the need for and availability of external health records.
- C. Performing case-appropriate physical examinations that include evaluations of body regions and organ systems, including the spine and any subluxation/neuro-biomechanical dysfunction, that assist the clinician in developing the clinical diagnosis(es).
- D. Utilizing diagnostic studies and consultations when appropriate, inclusive of imaging, clinical laboratory, and specialized testing procedures, to obtain objective clinical data.
- E. Formulating a diagnosis(es) supported by information gathered from the history, examination, and diagnostic studies.

#### **OUTCOMES:**

- 1) Documentation of a list of differential diagnosis(es) and corresponding exams from a case-appropriate health history and review of external health records.
- 2) Determination and documentation of the significance of physical findings and thereby the need for follow-up through a physical examination, application of diagnostic and/or confirmatory tests and tools, and any consultations.

### **CCE Policy 3            CCE Meta-Competencies & Guidelines (cont.)**

- 3) Generation of a problem list with diagnoses after synthesizing and correlating data from the history, physical exam, diagnostic tests, and any consultations.

#### **META-COMPETENCY 2 - MANAGEMENT PLAN**

**Management involves the development, implementation and documentation of a patient care plan for positively impacting a patient's health and well-being, including specific therapeutic goals and prognoses. It may include case follow-up, referral, and/or collaborative care.**

#### **REQUIRED COMPONENTS:**

- A. Establishing a management plan appropriate for the diagnosis and the patient's health status, including specific therapeutic goals and prognoses.
- B. Determining the need for emergency care, referral and/or collaborative care.
- C. Providing information to patients of risks, benefits, natural history and alternatives to care regarding the proposed management plan.
- D. Obtaining informed consent.
- E. Determining the need for chiropractic adjustment and/or manipulation procedures, or other forms of passive care.
- F. Determining the need for active care.
- G. Determining the need for changes in patient behavior and activities of daily living.
- H. Monitoring patient progress and altering management plans accordingly.
- I. Recognizing the point of a patient's maximum therapeutic benefit and release of the patient from corrective care, and communicating rationales for any ongoing care.
- J. Incorporating patient values and expectations of care in the management plan.

#### **OUTCOMES:**

- 1) Formulation and documentation of an evidence-informed management plan appropriate to the diagnosis, inclusive of measurable therapeutic goals and prognoses in consideration of biopsychosocial factors, natural history and alternatives to care.
- 2) Documentation of informing the patient of any need for emergency care, referral and/or collaborative care.
- 3) Documentation of informed consent.
- 4) Deliverance and documentation of appropriate chiropractic adjustments/manipulations, and/or other forms of passive care as identified in the management plan.
- 5) Deliverance and documentation of appropriate active care as identified in the management plan.

### **CCE Policy 3            CCE Meta-Competencies & Guidelines (cont.)**

- 6) Documentation of patient counseling regarding recommended changes in life style behaviors and activities of daily living.
- 7) Documentation of modifying the management plan as new clinical information becomes available.
- 8) Documentation of end points of care.

### **META-COMPETENCY 3 - HEALTH PROMOTION AND DISEASE PREVENTION**

**Health promotion and disease prevention requires an understanding and application of epidemiological principles regarding the nature and identification of health issues in diverse populations and recognizes the impact of biological, chemical, behavioral, structural, psychosocial and environmental factors on general health.**

#### **REQUIRED COMPONENTS:**

- A. Assessing the patient's health and determining areas of potential health improvement (e.g. disease screening, ergonomics, nutrition, fitness, posture, smoking cessation, and risk factor reduction).
- B. Addressing appropriate hygiene in a clinical environment.
- C. Coordinating health improvement strategies with other health care professionals.
- D. Identifying public health issues relevant to patients.

#### **OUTCOMES:**

- 1) Documentation of management of health risks and public health issues, including reporting, as required.
- 2) Explanation of health risk factors, leading health indicators and public health issues to patients.
- 3) Provision of recommendations regarding patients' health status, behavior and life style.
- 4) Recommendation or provision of resources (educational, community-based, etc.) and instruction designed to encourage a patient to pursue change.
- 5) Recommendation of dietary habits and/or nutritional approaches designed to restore, maintain or improve the patient's health.
- 6) Implementation of appropriate hygiene practices in the clinical environment.
- 7) Communication of health improvement strategies with other treating health professionals.

### **META-COMPETENCY 4 - COMMUNICATION AND RECORD KEEPING**

**Effective communication includes oral, written and nonverbal skills with appropriate sensitivity, clarity and control for a wide range of healthcare related activities, to include patient care, professional communication, health education, and record keeping and reporting.**

### **CCE Policy 3            CCE Meta-Competencies & Guidelines (cont.)**

#### **REQUIRED COMPONENTS:**

- A. Communicating effectively, accurately and appropriately, in writing and interpersonally with diverse audiences (e.g. patients, their relatives and others involved in their care; regulatory agencies, third party payers and employers; and doctors of chiropractic and other healthcare professionals).
- B. Acknowledging the existence and nature of different value systems of patients and others.
- C. Creating and maintaining accurate and legible records.
- D. Complying with regulatory ethical standards and responsibilities involving patient and business records.

#### **OUTCOMES:**

- 1) Provision of accurate and understandable explanations of health issues and management options considering the patient's health care needs and goals.
- 2) Documentation of any health risks and management options considering the patient's health care needs and goals.
- 3) Consideration of the patient's ethnicity, cultural beliefs, and socio-economic status when communicating.
- 4) Generation of patient records, narrative reports and correspondences that are accurate, concise and legible.
- 5) Evidence of safeguarding the patient's protected health and financial information.

### **META-COMPETENCY 5 - PROFESSIONAL ETHICS AND JURISPRUDENCE**

**Professionals comply with the law and exhibit ethical behavior.**

#### **REQUIRED COMPONENTS:**

- A. Applying knowledge of ethical principles and boundaries.
- B. Applying knowledge of health care law.
- C. Applying knowledge of expected professional conduct.

#### **OUTCOMES:**

- 1) Maintenance of appropriate physical, communication (verbal and non-verbal) and emotional boundaries with patients.
- 2) Maintenance of professional conduct with patients, peers, staff, and faculty in accordance with established policies.
- 3) Compliance with the ethical and legal dimensions of clinical practice.

### **CCE Policy 3            CCE Meta-Competencies & Guidelines (cont.)**

- 4) Generation of patient records and diagnostic and billing codes in compliance with federal and state law.

#### **META-COMPETENCY 6 - INFORMATION AND TECHNOLOGY LITERACY**

**Information and technology literacy are manifested in an ability to locate, evaluate and integrate research and other types of evidence, including clinical experience, to explain and manage health-related issues and use emerging technologies appropriately.**

##### **REQUIRED COMPONENTS:**

- A. Demonstrating knowledge of relevant research methodologies and ability to critically appraise and apply the literature to clinical cases.
- B. Using health informatics to access information.

##### **OUTCOMES:**

- 1) Critical appraisal of scientific literature and other information sources.
- 2) Incorporation of health care informatics into patient care.

#### **META-COMPETENCY 7 - INTELLECTUAL AND PROFESSIONAL DEVELOPMENT**

**Intellectual and professional development is characterized by maturing values and skills in clinical practice; the seeking and application of new knowledge; and the ability to adapt to change.**

##### **REQUIRED COMPONENTS:**

- A. Demonstrating knowledge of basic, social and clinical sciences sufficient to promote intellectual development and effective patient care.
- B. Reflecting on and addressing personal and professional learning issues.
- C. Providing evidence of critical thinking skills.

##### **OUTCOMES:**

- 1) Satisfactory performance on licensing board exams and other assessments of student learning.
- 2) Use of appropriate self-evaluation and other feedback for personal and professional development.
- 3) Incorporation of critical thinking and clinical experience into patient care.

**CCE Policy 3                      CCE Meta-Competencies & Guidelines (cont.)**

**CCE Guidelines**

**Guideline for DCP Assessment of Learning of Meta-Competencies**

CCE Meta-Competencies are assessable learning outcomes to be measured at the student and program levels.

The DCP utilizes a system of student assessment and evaluation that is based on the goals, objectives, competencies and learning outcomes established by the DCP, as well the Meta-Competencies defined by the CCE Standards and appropriate to entry-level chiropractic practice. The system must clearly identify the level of performance expected of students in the achievement of these objectives, competencies, and outcomes.

As a component of its assessment plan, the DCP develops and carries out program assessment activities to collect information about the attainment of Meta-Competencies and other DCP competencies, which are desired student learning outcomes. The assessment activities employ a variety of valid and reliable *direct* and *indirect* measures, systematically and sequentially throughout the professional degree program. At the program level, it is suggested that learning is assessed using a minimum of two direct measures and one indirect measure that reflect learning close to or at the end of the program. Assessment methods and tools are appropriate for the type of learning that is assessed. *Direct measures* include student products or performances that demonstrate that specific learning has taken place, including reports, exams, demonstrations, performances, and completed works. *Indirect measures* may imply that learning has taken place (e.g., student perceptions of learning), but do not specifically demonstrate that learning or skill. Such perceptions can come from many perspectives, including students, faculty, internship supervisors, alumni, transfer institutions, and employers. Because each method has its limitations, an ideal assessment program would combine direct and indirect measures from a variety of sources.

Examples of *direct measures* of student learning relative to the *knowledge* component of taking a patient history include student performance on a course written exam and relevant NBCE sub scores on Patient History found in the Part II & III exams. Direct measures of student *performance* relative to taking a patient history include Objective Structured Clinical Exams (OSCEs), clinical Qualitative Evaluations (QE) and Part IV scores related to history taking.

Examples of *indirect measures* of student learning relative to the *knowledge* and *performance* components of taking a patient history include student surveys of their perception of their knowledge and ability, employer surveys, and course evaluations.

Results obtained through assessment of student learning are made available to appropriate constituencies, including students themselves. The DCP uses the analysis of assessment measures to improve student learning and the achievement of the Meta-Competencies.

### **CCE Policy 3            CCE Meta-Competencies & Guidelines (cont.)**

#### **Examples of Direct Measures of Learning of Meta-Competencies**

- Performance scores on Standardized Tests (sub scores on NBCE exams related to specific meta-competencies)
- Course written & practical exams related to meta-competencies
- Graded patient file audits
- Clinical OSCEs
- Direct observations in a clinical setting
- Case Studies
- Relevant internships/clinical experiences with evaluation
- Performance based projects with evaluation
- Graded presentations (individual or group)
- Portfolio evaluation
- Research and other published papers
- Progressive disclosure case studies

#### **Examples of Indirect Measures of Learning of Meta-Competencies**

- Student Satisfaction relative to their perception of their knowledge/ability regarding a given meta-competency
- Global Rating Scales
- Preceptor surveys
- Classroom assessment techniques
- Clinical mentor evaluations

### **CCE Guideline for Measuring Program Effectiveness**

Along with assessment of learning of Meta-Competencies, each DCP provides evidence of overall program effectiveness through a variety of valid and reliable measures that assess the impact of the curriculum and co-curriculum on learning.

Measures include data with thresholds for success. Examples of measures are found in the table below. Results obtained through program assessment are made available to appropriate constituencies. The DCP uses the analysis of assessment measures for continuous improvement of its curriculum and co-curriculum.

#### **Examples of Direct Measures of the DCP**

- NBCE pass rates
- CCEB pass rates
- OSCE pass rates
- Student publication counts
- Evaluation of off-site clinical experiences
- Student portfolio evaluations
- External accreditation reviews
- Course pass rates
- Clinical qualitative evaluation scores
- Patient quality assurance data/analyses
- Progressive disclosure case studies

#### **Examples of Indirect Measures of the DCP**

- Satisfaction (Student, Patient, Alumni, Employer)
- Preceptorship rates
- Title IV Loan default rates
- Graduating class GPA
- Graduate placement
- Licensure rates
- Enrollment percentage
- Diversity of student and staff populations
- Retention rates
- First year completion rates
- Graduation rates
- Transfer ratios
- Community services (clinical care)
- Community partnerships
- Extramural grants
- Faculty publications/presentations
- Student complaint percentage
- Articulation agreements with other colleges
- Faculty publication rates
- Faculty retention

**Approved:    1/14/11**

**Revised:    N/A**

## **CCE Policy 4      Confidentiality of Council Actions**

CCE Councilors, Administrative Office Staff or any other of CCE, shall not divulge to any source any aspect of the accreditation process, specifically deliberations, decision-making and accreditation decisions, other than reporting procedures in accordance with The Council on Chiropractic Education (CCE) *Standards for Chiropractic Programs and Requirements for Institutional Status* and CCE policies and procedures.

The above listed categories of individuals are required to sign and submit confidentiality agreements prior to Council Meetings, site visits or other CCE related activities. Guests of CCE activities may also be required to sign and submit confidentiality agreements in accordance with policies and procedures.

The Council Chair or the CCE President may, upon written request for specific information by the U.S. Department of Education or authorized personnel, submit information to assist in resolving problems with any CCE-accredited DCP.

Violation of this policy shall subject the above listed categories of individuals to such disciplinary action as the Council may deem appropriate.

### **Breach of Confidentiality**

The Council will address alleged violations of the CCE confidentiality policy by a CCE Councilor, Administrative Office Staff or other agent of CCE when such allegations are submitted in writing and signed by the individual(s) making the allegation(s). The allegation is to be submitted to the Council Chair. Allegations must be specific as to the nature and date of the violation, and should be filed within six (6) months of the alleged violation.

The Council Chair will send a copy of the allegation to the alleged violator within fifteen (15) days of receipt. Confidentiality regarding address of the allegation must be maintained by the Council as a body, all Councilors, the individual(s) charged and the Administrative Office. The Council Chair will provide opportunity for the alleged violator to provide a written response to the allegations. The submitted information will be reviewed by the Council Executive Committee, which will then recommend to the Council the disposition of the case. The written allegations and response will be provided to the Councilors along with the recommendation from the Council Executive Committee. Normally, the Council will act regarding the matter at its next regularly scheduled meeting, but the Council Chair may call for a mail response or telephonic meeting if a decision is needed in the shorter term.

The Council may determine the allegation unsubstantiated and notify the alleged violator and complainant that no guilt has been determined. The Council may determine that the allegation is true and shall then determine the appropriate disciplinary action. If the alleged violator is found guilty, the final Council action is recorded in official Council minutes and reported as appropriate.

**Approved:      2/2/91**

**Revised:      1/28/95, 1/13/02, 1/12/03, 3/8/09, 1/17/10**

## **CCE Policy 5            Special Consideration for DCPs during Emergencies/Disasters**

The Council on Chiropractic Education (CCE) recognizes that there are times of local, regional, or national emergency or disaster that may delay or in other ways compromise communications, disrupt operation of classes and/or other services, between CCE-accredited Doctor of Chiropractic Programs (DCP), the CCE Administrative Office, and/or Councilors. For the purpose of this policy/procedure, such an emergency or disaster must impact, operations and/or communications for at least a one-month period. Special consideration is granted by the Council for a period of time to assist the DCP in maintaining its requirements for accreditation.

### **This policy is designed to:**

1. Ensure the continuity of education – By providing a mechanism for DCPs to be granted special consideration during emergencies and/or disasters.
2. Provide flexibility to accreditation cycle - During the period of special consideration, submission by the program of any requested information (e.g., Program Characteristics Report, (PCR), Progress Report, Self-Study, etc.) or other action by the program may be delayed by the Council without negative consequences to the program. If an on-site evaluation is scheduled during the granted period, it will be rescheduled. The Council will determine reporting requirements in all other circumstances.
3. Provide information, advice and assistance to DCPs – Announcement indicating the period for which the program was granted special consideration status as a result of the emergency or disaster to keep public updated and informed. Maintain communication between DCP and CCE Administrative Office

### **Requests for Special Consideration**

In order to avoid unintentional injury to students, programs or other stakeholders during times of emergency or disaster, the following policy will be followed.

1. The DCP Chief Administrative Officer (CAO) or accreditation liaison must contact the CCE Administrative Office as soon as possible if an emergency/disaster occurs that has a short or long-term impact on the program that will affect its ability to remain in compliance with the CCE Standards.
2. When communication is established, the DCP CAO or accreditation liaison will inform the CCE President if they will be requesting special consideration by the Council under the emergency /disaster policy.
3. Requests for special consideration must include the following information:
  - the nature of the impact to the program and students;
  - tentative plan and timeline for resumption of classes and other services by the educational program;
  - contact information for DCP CAO and accreditation liaison;
  - status of students during the interim period, if any; and
  - length of time for special consideration. (Requests may be granted for a period of time up to six (6) months).

**CCE Policy 5                      Special Consideration for DCPs during Emergencies/Disasters  
(cont.)**

4. Upon receipt of the request, the CCE Administrative Office will forward the request to the Council Chair for review and action. If the Council Chair is unable to determine action, length of the term, or feel that the entire Council should be involved, a conference call or other rapid method for information sharing and decision-making will be requested.
5. Action to grant or deny emergency/disaster special consideration will occur within one week of receipt of the required information and based on the verbal communication and written request from the DCP CAO or accreditation liaison.
6. If special consideration is granted by the Council Chair (or Council), the DCP CAO or accreditation liaison must provide monthly written updates of progress towards resumption of classes and other services by the educational program.

During the granted period of special consideration, the DCP CAO or accreditation liaison may request in writing, one extension for up to three (3) months should it become evident that the program will not resume operations within the initially granted time period and explaining the rationale for the extension. The maximum period a program may be granted special consideration under this policy is nine (9) months (six months initially, followed by a three-month extension).

If the DCP is not operational at the end of the special consideration period, the DCP must send a letter of intent from the institution's governing body to the Council stating its intention to maintain accreditation or voluntary withdrawal from accredited status. If the DCP continues accreditation the DCP CAO or accreditation liaison will be informed of the timeline for submission of any previously requested reports as well as the requirements for future reporting activities.

**Approved:    1/20/07**  
**Revised:     3/8/09, 1/17/10, 1/13/12**

## **CCE Policy 6            Minimum Admission Requirements for Students**

For each student admitted the DCP must document and retain evidence in the student's file regarding the basis upon which the student was judged to be qualified for admission, and clearly inform the student at the time of admission that limitations of practice venue and licensure might occur.

### **1. Students Admitted to the DCP from United States Institutions**

The DCP must demonstrate that qualifications for student acceptance and resultant enrollment are appropriate to the program objectives, goals and educational mission of the program or institution. Each student admitted to begin the DCP on the basis of academic credentials from institutions within the United States must meet the following requirements:

- a. All matriculates must furnish proof of having earned a minimum of 90 semester hour credits of appropriate pre-professional education courses at an institution or institutions accredited by a nationally recognized agency. A national accrediting agency is an agency recognized by the Secretary of the US Department of Education.

Included in these credits must be a minimum of 48 semester hour credits in the course areas noted in Section 2.III.H.1.b (below). In addition, all matriculates must have earned a cumulative grade point average of at least 2.50 on a scale of 4.00 for the courses listed in Section 2.III.H.1.b, and for the required 90 semester hours. Quarter hour credits may be converted to equivalent semester hour credits. In situations in which one or more courses have been repeated with equivalent courses, the most recent grade(s) may be used for grade point average computation and the earlier grade(s) may be disregarded.

- b. All matriculates must present a minimum of 48 semester hours' credit (or the quarter-hour credit equivalents), distributed as follows:

English Language Skills*	6 semester hours
Psychology	3 semester hours
Social Sciences or Humanities	15 semester hours

Biological Sciences**	6 semester hours
Chemistry***	12 semester hours
Physics and related studies****	6 semester hours

In each of the six distribution areas, no grades below 2.00 on a 4.00 scale may be accepted.

In each of the six distribution areas, if more than one course is taken to fulfill the requirement, the course contents must be unduplicated.

\*English Language Skills requirement includes English composition, Speech, or English literature coursework.

## **CCE Policy 6            Minimum Admission Requirements for Students (cont.)**

\*\*The Biological Sciences requirement must include pertinent laboratory experiences that cover the range of material presented in the didactic portions of the course(s).

\*\*\*The chemistry requirement may be met with at least three semester hours of general or inorganic chemistry and at least six hours of organic chemistry and/or biochemistry courses with unduplicated content. At least six semester hours of the chemistry courses must include pertinent related laboratory experiences, which cover the range of material presented in the didactic portions of the courses.

\*\*\*\*The physics requirement may be met with either one or more physics courses with unduplicated content (of which one must include a pertinent related laboratory that covers the range of material presented in the didactic portions of the course), or three semester hours in physics (with laboratory) and three semester hours in either biomechanics, kinesiology, statistics, or exercise physiology.

In the event an institution's transcript does not combine laboratory and lecture grades for a single course grade, the admitting institution may calculate a weighted average of those grades to establish the grade in that science course.

- c. Students who have earned a portion of the prerequisite credits through examination or means other than formal course work, as identified by an institution accredited by a nationally recognized agency, which formally has accepted or awarded such credits, may be admitted to the DCP upon receipt of such evidence by the DCP. The DCP must document and retain evidence in the student's file, which identifies how such admission requirements were met.
- d. Students who hold a degree leading to licensure/registration in a health science discipline at the baccalaureate level or above with an earned cumulative grade point average of at least 2.50 on a scale of 4.0, or who hold a baccalaureate degree from an institution accredited by a nationally recognized accrediting agency with an earned grade point average of at least 3.25 on a scale of 4.0, may be admitted to the DCP upon presenting evidence that their academic preparation substantially meets the requirements for admission consistent with those noted in Section 2.III.H.1.a.-c.

### **2. Students Admitted to the DCP from International Institutions**

Each student admitted to begin the DCP on the basis of academic credentials from institutions outside the United States must meet the following requirements:

- a. Provide evidence of proficiency in reading and writing English, and an understanding of oral communication in English, commensurate with the level of proficiency expectations established by the DCP for successful completion of the DCP.
- b. Demonstrate academic preparation substantially equivalent to that possessed by beginning students admitted from United States institutions.

**CCE Policy 6            Minimum Admission Requirements for Students (cont.)**

- c. Provide evidence of proficiency in the subject matter of each course for which credits are accepted.
  - d. Provide evidence of having financial resources sufficient to complete at least one full year of full-time attendance in the DCP.
  - e. Meet all applicable legal requirements for study in the United States.
3. Students Transferring from Another Institution or Seeking Advanced Standing

Each student transferring credits applicable to the DCP must meet the following requirements:

- a. The applicant for transfer from one DCP to another must meet the admissions requirements that were in force at the admitting DCP on the date the student originally enrolled in the DCP from which the transfer is being made.
- b. Credits considered for transfer must have been awarded for courses taken in a DCP accredited by the CCE or in a program accredited as a first professional degree in one of the health sciences by another nationally recognized accrediting agency, or in a graduate program in an academic discipline closely related to the health sciences offered by an institution which is recognized by a national accrediting agency.
- c. Only credits recorded on an official transcript of the issuing institution with an equivalent grade of 2.00 on a 4.00 scale or better may be considered for transfer.
- d. Credits accepted for transfer must be determined by the receiving DCP to be substantially equivalent to courses offered by the receiving DCP.
- e. Credits accepted for transfer must have been awarded within five years of the date of admission to the receiving DCP, except that the receiving DCP may at its option accept older credits if the entering student holds an earned doctorate in one of the health sciences (e.g., D.C., M.D., D.O., D.D.S., D.P.M.) or a graduate degree in an academic discipline closely related to the health sciences.
- f. Credits accepted for transfer from institutions outside the United States must be accompanied by evidence of the individual student's proficiency in the subject matter of each course for which credits are accepted.

**Approved:    1/14/11**

**Revised:     N/A**

## **CCE Policy 7          Student Admission Requirements**

For DCP's that accepts students who lack the minimum admissions criteria as noted in Section 2.III.G. of the CCE *Standards*, the DCP will develop an Alternative Admissions Track Plan (AATP) that addresses the following issues:

- Alternative criteria used in determining acceptance of AATP students, including rationales for establishing such criteria. No student is to be admitted who has completed fewer than 90 semester hours and/or has a GPA for these 90 hours of less than 2.75/4.0.
- Transitional and academic support programs in place to optimize the ability of AATP students to succeed in the program.
- The process used in determining acceptance of AATP students, including a delineation of the role of faculty members in the process.
- A term-by-term tracking system to assess performance on an ongoing basis for each AATP student.

For DCP's which admit students who fail to meet the minimum admissions criteria of Section 2.III.G. of the CCE *Standards*, the DCP provides the following for each AATP student:

- An individual plan to provide academic support and appropriate transitional studies and/or modified course schedules to optimize the potential for each student's academic success.
- A record of each student, including date of entry, course load per term, term and cumulative GPA, results of major internal DCP and external licensing examinations, success in meeting internal clinic benchmarks, and success in obtaining licensure.
- An academic plan for each student who fails to make satisfactory academic progress in accordance with DCP policies regarding such matters, including one or more of the following elements: reduced course schedule, additional tutoring or supplementary instruction and remedial course work.

The DCP will provide **annual** aggregated data, reporting on the number of students admitted under its AATP criteria, plus their GPA, academic progress, success in passing licensing examinations, and other previously described performance measures.

**Approved:    1/14/11**  
**Revised:     N/A**

## **CCE Policy 8            Appeals of Decisions by the Council**

DCPs or institutions hereafter referred to as DCP, have the right to appeal an adverse accrediting decision of the CCE Council. These procedures provide for fair, expeditious processing of appeals, but do not constitute quasi-judicial procedures. Both the Council and the DCP have the right to representation by counsel in the appeal process.

Note: If the Council Chair has a conflict of interest with the appellant DCP, the Council Development Committee (CDC) Chair will preside over the hearings. If a conflict exists with the CDC Chair, a Councilor chosen by the Council will preside over the hearings.

### Criteria for Appeal

CCE provides clearly delineated fair procedures and opportunities for DCPs to appeal adverse actions of:

- Denial of initial accreditation
- Public Sanctions (Probation, Show Cause Order)
- Denial of reaffirmation of accreditation
- Revocation of accreditation
- Denial of a proposed substantive change

The DCP may appeal the Council's adverse action on grounds that such decision is arbitrary, capricious, or otherwise in substantial disregard of the CCE Standards and/or procedures of the Council, or that the decision is not supported by substantial evidence in the record upon which Council took action. The burden of proof remains upon the DCP at all times.

### Notice of Council Adverse Decision

Official notification of a Council adverse decision will be sent registered or certified mail return receipt requested to the CEO and/or CAO of the DCP and the governing board chair. The notice shall advise the DCP that it has the right to appeal an adverse decision and will provide a copy of *CCE Policy 8 Appeals of Decisions by the Council* and copies of the relevant *CCE Standards for Doctor of Chiropractic Programs and Requirements for Institutional Status*.

The status of an accredited DCP remains unchanged until the period for filing an appeal has ended or until the appeal process has been concluded. An appeal filed in accordance with CCE appeal procedures automatically delays the adverse decision until its final disposition. In the case of a denial of reaffirmation of accreditation or revocation of accreditation, the DCP remains accredited pending disposition of the appeal.

Public notice of an adverse action shall be in accordance with CCE Policies and Standards. Final appeal decisions may not be appealed.

## **CCE Policy 8            Appeals of Decisions by the Council (cont.)**

### Initiation of Appeal

Within twenty (20) days following receipt of an adverse decision, a DCP electing to appeal that decision must send a written notice of appeal to the Council Chair. The notice of appeal shall be sent registered or certified mail return receipt requested. The notice of appeal shall be sent to the Council Chair, 8049 N. 85th Way, Scottsdale, Arizona, 85258.

The submission of a notice of appeal must be authorized by an official action taken by the governing body of the institution of which the DCP is a part. This notice of appeal shall include a concise statement of the grounds for appeal that the program intends to present to the appeals panel. The notice of appeal shall identify the DCP representatives, which may include legal counsel, who will be present at the appeal. If a notice of appeal is not filed within the 20 days following receipt of the adverse decision, the DCP will have lost its right to appeal and the action of the Council will become final.

The CCE President will forward a copy of the notice of appeal to the Council Chair. Immediately upon receiving a timely notice of appeal, the Council Chair shall acknowledge receipt of the notice in writing to the DCP CEO and/or CAO.

### Criteria for selecting an Appeals Panel

The CCE Administrative Office staff shall maintain a standing list of persons who are qualified to serve on an Appeals Panel as needed. The list shall consist of individuals who have a working knowledge of the CCE accreditation process and the CCE *Standards for Doctor of Chiropractic Programs and Requirements for Institutional Status*, to include public members. No individual is eligible for membership on an appeals hearing panel that is or has been previously involved with the appellant DCP, was part of the review activity that led to the specific Council adverse action, or who is a current Councilor.

The names of these qualified individuals shall be forwarded by the CCE President to the CEO and/or CAO in charge of the DCP within seven (7) business days following receipt of the notice of appeal. If the DCP believes that a member of the Appeals Panel has a conflict of interest it may object to that individual being placed on the panel within ten (10) business days of receipt of the list of the Appeals Panel members.

The Council Executive Committee shall appoint the three-member Appeals Panel, chosen from the standing list of Appeals Panel members within ten (10) business days of receipt of any conflicts of interest declarations submitted by the DCP. Once the Appeals Panel has been selected, the DCP requesting the appeal and the Council Chair are so notified by the CCE President.

Within ten (10) business days of appointment of the Appeals Panel, the appellant DCP and Council Chair shall be notified by the CCE President of the date, time, and place of the hearing.

If a designated member withdraws or is removed by the Council Executive Committee, the Council Executive Committee shall appoint a replacement from the list of acceptable members.

## **CCE Policy 8            Appeals of Decisions by the Council (cont.)**

In the event the Council Executive Committee cannot be convened in a timely manner the CCE Council Chair shall appoint a replacement from the list of acceptable members.

The Council Executive Committee shall appoint a Chair from among the Appeals Panel members selected to hear the appeal.

The hearing shall be held within 45 days (but not earlier than 30 days) after the Appeals Panel has been appointed:

- A hearing schedule may be changed only due to conditions beyond the control of the Appeals Panel or the DCP, such as inclement weather or the illness of an Appeals Panel member.
- Such a change must be approved by the Council Chair.

Within thirty (30) days from the postmarked date the DCP receives notice of the appeal hearing, the DCP will submit one (1) electronic version and five (5) hard (paper) copies of its written grounds for appeal setting forth its arguments and evidence in support of its appeal. Three (3) copies for the Appeals Panel, one (1) copy for the Council Chair and one (1) hard copy and the electronic version to be kept on file in the CCE Administrative Office. Immediately upon receiving the grounds for appeal, the CCE President will acknowledge receipt in writing to the CEO and/or CAO of the DCP and forward a copy to the Council Chair.

### Appeals Panel Procedures

- The Appeals Panel Chair shall promptly receive from the CCE President the complete record of the accreditation proceedings involving the appellant DCP.
- This Appeals Panel must act by majority vote.
- The record shall include the following as applicable to the appeal (from the accreditation cycle in question):
  1. Correspondence between Council and the DCP
  2. Submission of applicable Self-Study Report or Revised Application for Accreditation or Substantive Change Request
  3. Report of the Site Visit Review Team or applicable report
  4. Program Response to Report of Site Visit, Correction of Errors in Fact or submitted Progress Report
  5. Summaries of all Council actions on the DCP
  6. Any progress reports submitted by the DCP
  7. Any Program Characteristics Reports (PCR) submitted by the DCP
  8. The DCP grounds for appeal
- A list of all materials that comprise the complete record shall be identified and made available to the DCP.
- The record shall be provided to all members of the Appeals Panel in advance of the appeal hearing.
- One (1) copy of the entire record for appeal shall be maintained by the CCE Administrative Office in accordance with the File and Records Management Plans.

## **CCE Policy 8            Appeals of Decisions by the Council (cont.)**

### Hearing Format

- The appeal hearing shall commence with an opening statement by the Chair of the Appeals Panel identifying each person present and describing the applicable standard(s) of review and the procedures to be followed at the hearing.
- The appellant DCP is then permitted to make a statement of no more than 45 minutes in length in support of the appeal. The appellant DCP may be represented by legal counsel. The presentation shall be limited to the material issues related to the adverse decision of the Council and/or, new financial information, if applicable, in accordance with the conditions listed in the Ground Rules section of this policy.
- CCE (Council Chair) shall have an opportunity to reply to the appellant DCP's presentation. CCE may be represented by legal counsel.
- The Chair of the Appeals Panel shall allow for questions and answers from any participant and panel members during the hearing.
- The Chair of the Appeals Panel may recess the hearing at any time.
- At the conclusion of the hearing, the Chair of the Appeals Panel may call for a final statement from each party.

### Ground Rules

With the exception of new information pertaining to failure to meet a standard related to finances, information to an appeals hearing will consist of that evidence presented to the Council prior to the adverse action. Information not reviewed by the Council prior to the Council decision cannot be considered by the Appeals Panel; however, the DCP may seek review of new financial information by the Appeals Panel if all of the following conditions are met:

1. The financial information was unavailable to the institution or program until after the decision subject to appeal was made.
2. The financial information is significant and bears materially on the financial deficiencies identified by CCE. The criteria of significance and materiality are determined by CCE.
3. The only remaining deficiency cited by CCE in support of a final adverse action decision is the institutions or program's failure to meet the CCE standard pertaining to finances.

Furthermore, the DCP may seek the review of new financial information described above only once and any determination by CCE made with respect to that review does not provide a basis for an additional appeal.

The Appeals Panel will determine the relevance of the information presented. The panel will determine what information is pertinent and will ignore that which is not.

With the exception of the information noted above with regards to finances, the appellant DCP may not present the appeals panel with revised data or program descriptions that were not reviewed initially by the Council. Such information offered by the appellant DCP at the time of the appeals hearing shall be ignored by the panel.

## **CCE Policy 8            Appeals of Decisions by the Council (cont.)**

### Decisions

The Appeals Panel serves in an advisory or procedural role, and also has and uses the authority to make the following decisions:

- To affirm,
- Amend,
- Reverse, or
- Remand the adverse actions of the Council.

A decision to affirm, amend, or reverse the adverse action is implemented by the Council. In a decision to remand the adverse action to the Council for further consideration, the appeals panel must identify specific issues that the Council must address. In a decision that is implemented by or remanded to the Council, the Council must act in a manner consistent with the appeals panel's decisions or instructions.

The Appeals Panel will make its decision in executive session at the end of the hearing or, if time does not permit the Appeals Panel to conclude its deliberations on the day of the appeal hearing, it may reconvene in executive session in person or by telephone conference call after the hearing.

### Post-Hearing Procedures

The panel members shall decide on the issues presented in the appeal. The panel shall issue its findings and decision as follows:

- a. Each area of concern or cited area of noncompliance will be considered separately and the panel will determine whether each concern or area of noncompliance is supported by substantial evidence. Substantial evidence is such relevant evidence which might reasonably be accepted as supporting the concern or area of noncompliance cited.
- b. The panel will determine whether those concerns or areas of noncompliance that are supported by substantial evidence are sufficient to support the adverse action of the Council.
- c. The panel will also consider whether the procedures used to reach the adverse action were contrary to established CCE procedures, policies or practices and whether the procedural error prejudiced the Council's consideration.
- d. The panel will then draft a report detailing its findings as described in paragraphs a through c above and will issue a decision to affirm, amend, reverse or remand the adverse action of the Council.
- e. The findings and decision of the Appeals Panel shall be submitted by its Chair to the CCE Administrative Office within ten (10) business days of the appeal hearing. The CCE President will then send a copy of the final report to the Council Chair and the CEO or CAO of the appellant DCP.

Under extraordinary circumstances, the specified time limits may be extended with the mutual consent of the Council Chair, the Chair of the Appeals Panel and the appellant DCP.

## **CCE Policy 8            Appeals of Decisions by the Council (cont.)**

### Final Action and Notification

If the Appeals Panel affirms the action of the Council, the decision of the Council becomes final and effective on the date of the Appeals Panel decision and is not subject to further appeal.

If the Appeals Panel amends, reverses, or remands the adverse action of the Council, the Council will meet in person or by telephone conference call to review the decision of the appeals panel and implement the specific issues detailed in the appeals panel report. These decisions are final and not subject to further appeal.

At the same time the DCP is notified, the CCE President will notify the United States Department of Education, the appropriate state regulatory authority, and the appropriate institutional accrediting agency of final Council decisions to: deny initial or reaffirmation of accreditation; deny a proposed substantive change; revoke accreditation; or, impose a sanction of probation or show cause order. The public and other interested parties will be notified of final adverse actions in accordance with CCE *Policies* and *Standards*.

### Financial Responsibility for an Appeals Hearing

The DCP making the appeal shall assume the expense involved in the development and presentation of its appeal. All expenses associated with the hearing, such as those for the meeting room, administrative support, travel, meals and lodging for members of the panel, shall be the sole responsibility of the appellant DCP. The CCE Administrative Office will arrange for and bear the costs of the appeal during the appeal process and forward an itemized invoice to the appellant DCP at the conclusion of the appeal process. The appellant DCP will be given ten (10) business days from receipt of the invoice to provide payment of the appeal to the CCE Administrative Office. The expenses of legal counsel and/or witnesses providing testimony or evidence for the hearing shall be assumed by the party requesting their presence.

**Approved:    1/13/02**

**Revised:     1/12/03, 1/8/05, 3/8/09, 1/14/11, 1/13/12**

## **CCE Policy 9            Exceptions and Waivers to the CCE *Standards***

The purpose of the Council is to certify the quality and integrity of Doctor of Chiropractic Degree Programs (DCPs) by interpreting the criteria for and conducting the process of accreditation. While the CCE *Standards* exist to ensure fairness and consistency in accreditation decisions, they are not intended to discourage innovation, nor are they designed to function as an unfair barrier to accreditation when a DCP is faced with exceptional circumstances.

An exception or waiver to the CCE *Standards* may be granted by the Council to a DCP under rare and extraordinary circumstances, on a case-by-case basis.

A request for an exception or waiver must be submitted on a CCE *Standards* Exception/Waiver Request Form, and be supported by written documentation describing the circumstances that justify the request. The request also must provide details, with timelines where appropriate, regarding the manner whereby the DCP will continue to maintain compliance with the *Standards* during the exception/waiver period. In particular, the DCP must provide evidence of available resources sufficient to support a DCP that maintains compliance with the *Standards*. The Council will retain exclusive authority to approve or deny requests for exceptions or waivers. The Council decision will be based on the DCPs documented ability to maintain compliance with the *Standards*.

The Request Form must be submitted to the Administrative Office at least 60 days prior to the next scheduled Council meeting, in order to be included for deliberation at that meeting. At the conclusion of deliberations, the Council will notify the DCP of any actions taken, in accordance with CCE *Standards* notification procedures.

**Approved:    1/8/05**  
**Revised:     3/8/09, 1/17/10**

## **CCE Policy 10      Academy of Site Team Visitors**

The Council establishes and maintains a roster of selected individuals, known as the Academy of Site Team Visitors or *Academy*, to conduct accreditation-related site team visits to DCPs. Announcements seeking qualified candidates are periodically disseminated to CCE DCPs, affiliates and interested parties extending invitation to apply or make nominations for membership in the Academy. Upon selection, individuals serve an initial three-year term, which may be repeated.

Individuals applying to the Academy are required to complete and/or submit the following information to the CCE Administrative Office for review by the Site Team Academy Committee:

- a. Academy of Site Team Visitors application.
- b. Current resume/CV, detailing experience and qualifications in one or more of the five areas of required expertise.
- c. Two letters of reference/recommendation.
- d. A letter of intent expressing interest in serving on the Academy.
- e. If the nominee is employed at an institution, a letter from the appropriate individuals agreeing to provide release time for service on a site team.

The Academy is comprised of individuals qualified to review institutions of higher education in one or more areas of expertise covered under the Standards:

- a. Finance, facilities and financial aid.
- b. Mission, goals, objectives, self-assessment and planning, governance, administration, student services and admissions.
- c. Basic sciences faculty and instruction, research and learning resources.
- d. Clinical sciences faculty and instruction and the D.C. program.
- e. Core clinical training, clinic experience and management, competency assessment and service.

In most instances, comprehensive site teams include a practicing doctor of chiropractic.

As qualified, individuals are assigned primary area(s) of responsibility with the expectation that they will be available to support in all other areas. Once an individual has agreed to serve in the Academy, he/she must receive specific information and training before going on a site visit. As terms in the Academy expire, and as members retire or withdraw, new members will be invited to apply and experienced members will be further trained in other areas and as potential chairs.

To be eligible for appointment or recommended for further service to the Academy of Site Team Visitors, individuals must:

**CCE Policy 10      Academy of Site Team Visitors (cont.)**

- a. Have expertise and knowledge in higher education, educational accreditation, professional licensure and/or clinical chiropractic practice.
- b. Demonstrate writing/computer skills sufficient to accurately convey site team findings, summarize conclusions, and clearly articulate concerns and recommendations directly related to the requirements of the Standards.
- c. Demonstrate integrity, objectivity, fairness and ethics.
- d. Demonstrate professional responsibility and sound judgment.
- e. Demonstrate ability to work as a team member and as an individual.
- f. Be willing to attend training sessions/workshops for site team members.
- g. Be available to serve on at least one (1) site team visit annually, if needed.
- h. Maintain confidentiality as specified by CCE policies and procedures and in accordance with CCE Policy 4.
- i. Act, at all times, with professional demeanor.

At regularly scheduled Council Meetings the Site Team Academy Committee conducts service reviews of all active Academy members. Factors considered in this review include, site team chair evaluations, availability, training attended, performance on site visits, etc. If the committee determines that an individual no longer meets the eligibility requirements of the Academy, the Chair of the Site Team Academy Committee may request removal from the Academy roster or further training. The Council Chair is notified and the Council determines further service of the individual or training based on the recommendation of the committee.

All Academy members are required to inform the CCE President immediately, and decline to participate, if invited to serve on a team visiting a DCP at which a personal conflict of interest will make it difficult to conduct an unbiased evaluation. (Reference: CCE Policy 18, Conflict of Interest).

**Approved:      2/2/91**

**Revised:      12/13/96, 1/13/02, 1/12/03, 1/11/04, 1/22/06, 3/8/09, 1/17/10**

## **CCE Policy 11      CCE Site Visit Teams**

The Council on Chiropractic Education (CCE) site visit teams represent the Council in evaluating a DCP. The site team is comprised of individuals qualified to review one or more program areas included in the Standards.

The CCE Council Chair, working in coordination with the Council Site Team Academy Committee Chair and the CCE Administrative Staff, selects team members from the current Academy of Site Team Visitors roster. Selection is based upon academic and professional experience; area(s) of expertise; previous team experience, and past performance. Every effort is made to avoid selection of individuals with known conflicts of interest. (Reference: CCE Policy 18, Conflict of Interest).

The DCP's Chief Administrative Officer (CAO) of the program is encouraged to discuss any concerns about proposed team members with the CCE Council Chair and/or the CCE President before submitting a request for removal. Any request for removal of the proposed team member must be submitted to the CCE Council Chair within seven (7) working days of the receipt by the DCP's CAO of the roster of proposed team members.

### **Size and Composition of Site Visit Teams and Length of Visits**

**Comprehensive (Full) Site Visit** - Full review of a program applying for initial accreditation or reaffirmation of accredited status and scheduled for the spring or fall following submission of the self-study report. Generally, six team members (to include the Site Team Chair) comprise this site visit team and are selected from each category of expertise. The categories include, but are not limited to, Governance/Administration/Planning, Finance/Facilities, Basic Science/Research/Learning Resources, DC Program/Admissions/Service and Core Clinical Training/Clinical Expertise and Management. The normal length of this visit is four days with the exit briefing on the fourth day.

**Focused Site Visit** - Focused review conducted at the discretion of the Council to address issues or concerns needing attention or follow-up. These visits include approval of a substantive change. Generally, three team members (to include the Site Team Chair) comprise this site visit team and are selected in the category(s) of expertise needed to perform the visit. The length of this visit varies based on the review needed by the Council, but generally, three days is appropriate with the exit briefing on the third day.

**Interim Site Visit** - Follow-up review scheduled midway through the routine accreditation cycle. The Council has the option of conducting or not conducting the visit if no concerns or issues have been identified. If necessary, two or three team members (to include the Site Team Chair) generally comprise this site visit team and are selected in the category(s) of expertise needed to perform the visit. The length of this visit varies based on the review needed by the Council, but generally, two to three days is appropriate with the exit briefing on the last day of the visit.

In all instances when a site visit is conducted, the Council Chair may extend the visit length or change the size of the team due to the complexity of the visit.

**Approved:    1/13/02**  
**Revised:     1/12/03, 1/8/05, 1/22/06, 5/16/06, 3/8/09, 1/17/10**

## **CCE Policy 12      Suits Against CCE, Jurisdiction, Venue and Choice of Law**

Jurisdiction and venue of any suit, claim, or proceeding relating to membership, accreditation, or accredited status, whether a claim for damages or for injunctive or declaratory relief, brought by an accredited member, former member, or applicant for membership and accredited status, against CCE or a CCE Councilor, officer, committee member, an Appeals Panel, or a member or staff member acting in his or her official capacity shall only be in the U.S. District Court for the District of Arizona (Phoenix). The law of Arizona shall govern the interpretation, validity and performance of the terms of these Bylaws, Policies and the *Accreditation Manual*, as well as any dispute between an accredited member, former member, or applicant for membership and CCE, regardless of the law that might otherwise be applied under any principles of conflicts of laws. Accredited members, former members and applicants must exhaust all administrative remedies provided for in the CCE Bylaws, Manual of Policies and *Accreditation Manual* before initiating any suit, claim, or proceeding in a court of law.

**Approved:    1/13/12**  
**Revised:     N/A**

## **CCE Policy 14      Accreditation Fees and Assessments**

In accordance with CCE Bylaws, the Council may set and levy accreditation fees and assessments for CCE-accredited DCPs and determine such penalties as it deems appropriate for nonpayment. Payments shall be made, usually biannually, within each fiscal year.

There shall be a projected 3% annual fee increase each fiscal year. There will be notice to all DCPs announcing the FTE rate change. This increase will be periodically reevaluated at least every five (5) years for adjustment up or down depending on inflation/cost.

The Council has the ability to assess fees or assessments based upon (either or both):

- a. Base fee assessment for each institution.
- b. Pro-rata Full-Time-Equivalent (FTE) student assessment.

Action against DCPs for late payment or nonpayment of required levies shall be limited to notices by the CCE President of fines levied. Continued nonpayment shall be referred to the Council Chair for consideration and, if necessary, referral to the Council Executive Committee. The CCE Council shall also approve and levy emergency fees and assessments as the need arises.

### **Comprehensive Site Visits**

Before a comprehensive and/or initial/reaffirmation site visit, the DCP being visited is pre-billed by CCE for the estimated cost of the site team visit. The historically based estimate used is for a six-person four-day visit in the amount of \$18,500. In the event that more/less persons or days are assigned to the site visit, the CCE President will adjust the amount accordingly. The DCP must pay these fees at least three (3) weeks prior to the visit.

If the actual cost of the site visit exceeds or is less than the billed amount by more or less than 5%, the CCE Administrative Office will send an additional invoice or refund the DCP for that amount. Variations of 5% or less will not be refunded or billed to the DCP.

### **Focused and Interim Site Visits**

Focused and Interim site visits may be assigned with various combinations of persons and days. Due to this variation, these types of visits are billed at cost plus eight (8) percent for administrative overhead after the visit has occurred and actual costs are tabulated.

### **Initial Accreditation Fees**

Along with the submission of eligibility documents, the prospective DCP applying for initial accreditation with CCE will be billed an initial application fee of \$2,500, due upon receipt of the Initial Application of Eligibility, whether found eligible to apply or not.

If the prospective DCP is determined to be eligible for application by the Council, the DCP will be required to submit an initial self-study report approximately 6 months prior to the scheduled site visit and an additional fee of \$5,000 will be billed and due upon receipt of the initial self-study report.

**Combined:    CCE Policy BOD-37, COA-14 & COA-15 (1/17/10)**

**Approved:    1/13/02**

**Revised:      1/12/03, 1/8/05, 3/8/09, 1/17/10**

## **CCE Policy 16      Joint and Other Evaluations**

DCPs seeking renewal and/or reaffirmation of accreditation from both the Council of The Council on Chiropractic Education (CCE) and a regional or other related specialized accreditation agency are encouraged to consider requesting either a joint evaluation or a concurrent evaluation, if the time periods for both agencies coincide and pending prior approval by the Council.

**Approved:    2/2/91**

**Revised:     1/12/03, 3/8/09, 1/17/10**

## **CCE Policy 18      Conflict of Interest**

Councilors, Academy of Site Team Visitors, Member Representatives, CCE Administrative Office Staff, other CCE Representatives, Appeals Panel Members and Consultants retained by CCE; shall not engage in activities that would result in a conflict of interest, or the appearance of a conflict of interest that would affect their ability to be impartial and objective with their CCE-related duties or that would result in personal gain to themselves.

Those categories of individuals listed above will report and/or declare potential or real conflicts of interest prior to each Council Meeting, site visit or other CCE related activity when a potential or real conflict of interest exists. The CCE Administrative Office will maintain all conflict of interest declarations in accordance with the CCE Records Management and File Plans.

### **Councilors and Academy of Site Team Visitors:**

The Council expects Academy of Site Team Visitors to avoid potential conflicts of interest in the peer review process. Councilors must avoid personal situations that might present conflicts of interest in their relations with DCPs or institutions.

Councilors should recuse themselves from discussion and/or decision-making when conflicts exist that warrants such exclusion. The Council Chair has final authority over councilors and site team members in deciding appropriate measures to be taken when conflicts of interest exist.

The following circumstances are considered conflicts of interest for Councilors, Academy of Site Team Visitors or observers if the individual in question:

- a. is a graduate of the program or institution within the past five years;
- b. is or has been a compensated consultant, an appointee or employee (e.g., a board member, extension faculty) of the DCP within the past eight years;
- c. is or has been a candidate for employment at a DCP within the past year;
- d. has a family member who is an employee, board member, candidate for employment, or student at the DCP;
- e. has any other relationship, association or affiliation which would serve as an impediment to rendering impartial objective service as a site team member or councilor; or
- f. feels there is any circumstance that could be a real, potential, or apparent conflict of interest that would impair the ability to be impartial or objective in carrying out CCE-related duties.

## **CCE Policy 18      Conflict of Interest (cont.)**

### **Observers:**

#### **a. Council Observers**

The Council Chair may assign a councilor to observe a DCP site visit to provide the councilor with a better understanding of the accreditation process. A Council observer may not participate in the work of the site visit team including deliberations, decision-making or report writing. The Council observer may participate in Council deliberations, decision-making and status/progress review decisions.

#### **b. Council Meeting Observers**

Council Accreditation meetings are closed to the public. The Council may invite representatives of the US Department of Education (USDE) and/or the Council on Educational Accreditation (CHEA) to observe Council proceedings in accordance with USDE and CHEA recognition requirements. In addition, the Council may invite representatives of other nationally recognized accrediting agencies, including international chiropractic accrediting agencies recognized by CCE, to observe Council proceedings. All invited observers must sign and submit confidentiality agreements in accordance with CCE policy. At the discretion of the Council, invited observers may be excused during any portion of the Council Meeting and are always excused if the Council moves to executive session (in accordance with Roberts Rules of Order).

#### **c. Site Team Observers**

The Council Chair may assign an individual to observe a DCP site visit as part of the training process for selection to the Academy of Site Team Visitors or for a current Academy of Site Team Visitor to shadow a site team chair for training/future assignment as a chair. In these instances, the individual may not participate in the deliberations, decision-making, report writing or consensus process of the site team as outlined in the CCE Council Manual.

### **Consulting:**

A member of a site visit team shall not serve the visited DCP as a compensated consultant for a period of at least one-year following the final accreditation action.

**Combined:    CCE Policy BOD-18 & COA-18 (1/17/10)**

**Approved:    2/2/91**

**Revised:      1/13/02, 1/12/03, 1/8/05, 1/22/06, 1/20/07, 3/8/09, 1/17/10, 1/13/12**

### **CCE Policy 19            Official Documents and CCE Spokespersons**

No individual Councilor, CCE Administrative Staff member, Academy Site Team member, CCE consultant, CCE committee/task force member, agent or other person is empowered to make or modify official documents, policy, rules, procedures and decisions on behalf of CCE.

The official CCE spokesperson is its Council Chair or his/her designee.

**Approved:    2/2/91**  
**Revised:     1/12/03, 3/8/09, 1/17/10**

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### **CCE Policy 20            Notification of U.S. Secretary of Education Regarding Fraud, Abuse or Failure to Meet Title IV Responsibilities**

Should the Council have reason to believe that any Council on Chiropractic Education-accredited DCP is failing to meet its Title IV, Health Education Assistance (HEA) DCP responsibilities, or is engaged in fraud or abuse, the Council will provide to the U.S. Secretary of Education the name of that DCP, and the reason for concern, within fifteen (15) days of discovery. At the same time, the Council will notify the DCP in question of its intent to notify the U.S. Secretary of Education.

**Approved:    1/24/98**  
**Revised:     1/12/03, 3/8/09**

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### **CCE Policy 22            DCP Integrity & Representation of Accreditation Status**

#### **Integrity**

In all relationships with CCE, the Doctor of Chiropractic Program (DCP) shall demonstrate honesty and integrity. In submitting materials for initial accreditation or reaffirmation of accreditation, or other reporting procedures, the DCP agrees to comply with The Council on Chiropractic Education (CCE) requirements, policies, guidelines, decisions and requests. During the processes of accreditation the DCP must evidence full and candid disclosure, and shall make readily available all relevant information. The program shall provide the Council with unrestricted access to all parts and facets of its operations, with full and accurate information about program affairs, including reports of other accrediting, licensing, or auditing agencies, as requested.

#### **Breaches of Integrity**

A DCP's failure to disclose information honestly and completely by presenting false information, by the intentional omission of relevant information, or by distortion of information for the purpose of deliberate misrepresentation, will be considered to be a breach of integrity, in and of itself. If it so appears to the Council that the DCP has compromised the parameters of integrity in either the materials or information submitted, or in any other manner that requires immediate attention, an investigation may be instituted. After the investigation, the program will be afforded an opportunity to respond to any alleged infractions.

## **CCE Policy 22      DCP Integrity & Representation of Accreditation Status (cont.)**

### **Actions**

The Council may require additional reports and/or schedule a special visit to determine if a breach of integrity has occurred. Verification of any instances of breaches of integrity may affect the program's standing with the Council. If, after notice and opportunity to respond, the Council concludes that the DCP is willfully practicing misrepresentation, or has presented false information to the Council or to any other concerned parties, action may be taken to withdraw accreditation. The Council may withdraw accreditation in the event the DCP fails to provide and disclose completely all relevant information and materials requested by the Council. The Council may or may not place the program on probation before withdrawing accreditation, but fully reserves the discretionary power to act in the manner that is deemed most suitable to address any occasion of breaches of integrity and disclosure.

### **Public Statements**

The Council reserves the right to verify the accuracy of DCP public statements. In all instances, the DCP should contact the Council for review and approval of any questionable statements not specific to CCE policies and procedures prior to publishing such statements.

A DCP accredited by the Council must use the following statement when describing its status publicly (to include the DCP's official website):

"The Doctor of Chiropractic degree program at (name of institution) is awarded programmatic accreditation by The Council on Chiropractic Education, 8049 North 85<sup>th</sup> Way, Scottsdale, AZ, 85258-4321, Phone: (480)443-8877, Website: [www.cce-usa.org](http://www.cce-usa.org)."

A solitary purpose institution accredited by the Council must use the following statement when describing its status publicly (to include its official website):

"(Name of solitary purpose chiropractic institution) is awarded programmatic and institutional accreditation by The Council on Chiropractic Education, 8049 North 85<sup>th</sup> Way, Scottsdale, AZ, 85258-4321, Phone: (480)443-8877, Website: [www.cce-usa.org](http://www.cce-usa.org)."

DCPs may provide additional information regarding its accreditation status with CCE, for example, the DCPs historical account of its accreditation, but it must do so separately and independent of the required statements listed above.

If the Council determines that a CCE-accredited DCP is making incorrect, misleading or misrepresentation of public statements about its accreditation status, the contents of site visit reports, DCP effectiveness, success of graduates and/or Council accrediting actions, the Council will act to have the DCP publicly correct the statements within a specified time frame. If the DCP does not take corrective action within the time period established by the Council, the Council may, at its discretion, release a public statement in such form and content as it deems necessary to provide the public with the correct information and consider further action regarding the DCP.

**Combined: CCE Policy COA-19, COA-22, COA-118 (1/17/10)**

**Approved: 2/2/91**

**Revised: 1/12/03, 3/8/09, 1/17/10, 1/14/11**

## **CCE Policy 23      Authority, Responsibility and Action Regarding CCE Standards**

### **Systematic Program of Review for the CCE Standards**

This policy delineates CCE’s plan for comprehensive review to determine the Standards are adequate to evaluate the quality of the education or training provided by the institutions and programs it accredits and relevant to the educational or training needs of students.

### **Initiation of Proposed revisions to the CCE Standards**

To facilitate and maintain excellence in the measure of the academic quality of chiropractic education, to improve the accreditation process and reflect student educational and training needs, the CCE *Standards for Chiropractic Programs and Requirements for Institutional Status (Standards)*; and related Council *Policies* undergo a systematic cycle of reassessment over a five-year period of time.

A Task Force is established by the Council Chair to undertake the process of *Standards* revision. There is opportunity for all constituencies of interest to review drafts of the proposed *Standards* and provide feedback prior to their adoption by the CCE Council. Constituencies of interest include but are not limited to: USDE, CHEA, other accrediting agencies, chiropractic professional organizations, regulatory bodies, and Doctor of Chiropractic programs/institutions.

The Task Force will develop two drafts and one final draft of the proposed *Standards*. After the development of each draft, public hearings and/or an opportunity for public comment by constituencies of interest will be available for consideration by the Task Force and the Council. The final draft will be submitted with public comments to the CCE Council for review and approval.

The next Comprehensive *Standards* Review cycle will begin two years following approval of the final draft by the Council.

### **Procedures for Submission of changes to the CCE Standards**

The following table outlines the tentative timelines for the cycle of such activities; proposed revisions will be coordinated through the CCE Administrative Office as follows:

<b>Overview of the CCE Systematic Standards Revision Activity</b>	<b>Target Date</b>
<b>YEAR 1</b>	<b>YEAR 1</b>
1. Council Chair appoints Standards Review Task Force, CCE Administrative Office invites appointees, announcement is published listing members of the Task Force and that the systematic review cycle for <i>Standards</i> revision has begun.	January – July
2. The Council continues training from the previous year for DCPs and the Academy of Site Team Visitors regarding new processes and the new <i>Standards</i> .	January - December
3. Standards Review Task Force holds face-to face meeting, commences review of existing <i>Standards</i> , develops plan/timeline and assigns subcommittees to areas of responsibility within the <i>Standards</i> .	January - July
4. Analysis and review conducted by the Council on the adequacy of the CCE <i>Standards</i> to evaluate the quality of education and relevancy to the training needs of students by means of survey or other appropriate mechanism.	July - December
5. Chairman of the Standards Review Task Force completes an update/report for review by the CCE Council at its Annual Meeting.	Prior to Annual Meeting

YEAR 2	YEAR 2
6. Council reviews Task Force Chairman Update/Report and survey (or other mechanism) at the Annual Meeting and makes recommendations (if applicable).	January
7. Standards Review Task Force Subcommittee representatives hold public hearings at various professional organizational meetings throughout the year to gather feedback and comments on the process and the Standards.	February - November
8. Continued analysis and review conducted by the Council on the adequacy of the CCE <i>Standards</i> to evaluate the quality of education and relevancy to the training needs of students by means of survey or other appropriate mechanism.	July - December
9. Standards Review Task Force representatives hold meetings with DCPs and Academy of Site Team Visitors of recent site visits to gather feedback of existing <i>Standards</i> .	July-December
10. Task Force Chairman presents an update/report to the Council at the Semi-Annual Meeting (if necessary).	Prior to the Semi-Annual Meeting
11. Task Force reviews recommendations of the CCE Council from the Annual and/or Semi-Annual Meetings, feedback received, survey results and other appropriate information and compiles Draft 1.	February-November
12. Task Force Chairman compiles a Report on Draft 1 from feedback received from various face-to-face meetings for review by the Council at the Annual Meeting.	Prior to Annual Meeting
YEAR 3	YEAR 3
13. Council reviews Task Force Chairman Report and Draft 1 at the Annual Meeting and makes revisions and recommendations (if applicable).	January
14. Task Force completes revisions and reviews recommendations from the Council and compiles Draft 2.	February – March
15. Task Force Chairman presents an update/report to the Council at the Semi-Annual Meeting (if necessary).	July
16. Draft 2 of the revised Standards is posted to the website for public comment from all constituencies of interest with deadline date of November 1 (60 days).	September 1
17. Task Force reviews recommendations from the CCE Council, feedback received from face-to-face meetings with various professional groups and completes Draft 2.	November
18. Task Force Chairman compiles a Report on Draft 2 from feedback received from various face-to-face meetings for review by the Council at the Annual Meeting.	Prior to Annual Meeting
YEAR 4	YEAR 4
19. Council reviews Task Force Chairman Report, Draft 2 and public comment at the Annual Meeting and makes revisions and recommendations (if applicable).	January
20. Task Force completes revisions and reviews recommendations from the Council, compiles Final Draft and forwards to the Bylaws, Standards & Policies Committee for review.	February - March
21. Bylaws, Standards & Policies Committee reviews, evaluates and make recommendations to the Council Executive Committee regarding USDE requirements and CCE policy and procedures.	April - September
22. The Final Draft of the revised Standards is posted to the website for public comment from all constituencies of interest with deadline date of November 1 (60 days).	September 1
23. CCE Administrative Office and Task Force Chairman prepare Final Draft for review by the Council Executive Committee prior to presentation to the Council at the Annual Meeting.	November
24. Council Executive Committee reviews Final Draft, public comment, input from the Bylaws, Standards & Policies Committee and makes recommendations to the Council.	December
25. Task Force Chairman compiles a Report on the Final Draft for review by the Council at the Annual Meeting.	Prior to Annual Meeting
YEAR 5	YEAR 5
26. Council reviews Task Force Chairman Report, Final Draft of the revised <i>Standards</i> and public comment for approval at the Annual Meeting. Task Force is dissolved.	January
27. CCE Administrative Office completes Final Draft with any revisions by the Council from the Annual Meeting. New <i>Standards</i> posted to the website effective January of the following year.	TBA
28. CCE Administrative Office posts announcement notifying all interested parties.	TBA
29. Review of Accreditation Manual and Academy of Site Team Visitors Manual conducted by Site Team Academy Committee regarding any new process implementations and the new Standards with proposed revision(s) submitted to the Council Executive Committee for review/approval.	January-November

30. Review of CCE Bylaws and Manual of Policies conducted by Bylaws, Standards & Policies Committee regarding any new process implementations and the new Standards with proposed revision(s) submitted to the Council for review at the Annual Meeting.	January-December
<b>YEAR 6</b>	<b>YEAR 6</b>
31. Council reviews/approves proposed revisions to CCE Publications at the Annual Meeting.	January
32. The Council conducts training for the DCPs and the Academy of Site Team Visitors regarding any new process implementations and the new <i>Standards</i> .	January - December
33. Bylaws, Standards & Policies Committee review recommendations from the Council regarding CCE Publications and completes final documents.	February - June
34. Council review/approve Bylaws, Standards & Policies Committee final documents to CCE Publications at the Semi-Annual Meeting.	July
<b>YEAR 1</b>	<b>YEAR 1</b>
35. Process begins again (as outlined in Year 1 above) with the appointment of a new Standards Review Task Force by the Council Chair following the Annual Council Meeting.	January

If a standard is found to be confusing or lacking clarity, the Council has the authority after consultation with the Council or if the Executive Committee determines that it is necessary to clarify the *Standards* by providing a written interpretation of the affected portion of the *Standards* to all CCE-accredited DCPs. In the event this occurs, the written interpretation will be attached to the current *Standards* as an addendum until the next revision of the *Standards* is completed as outlined in the above table.

If the agencies Standards are no longer in compliance with USDE or CHEA requirements/criteria, the Council has the authority to revise the *Standards* outside the normal process as outlined in the above table. The Council must then provide a written revision of the affected portion of the *Standards* only and the revision shall be disseminated and posted to the CCE website for at least 60 days to allow all constituencies of interest an opportunity to submit public comments for review by the Council prior to approval.

**Combined: CCE Policy BOD-22 & BOD-23 (1/17/10)**

**Approved: 2/2/91**

**Revised: 11/21/91, 11/19/92, 1/18/97, 1/13/02, 8/28/02, 1/12/03, 1/11/04, 1/8/05, 1/22/06, 1/20/07, 7/14/07, 3/8/09, 1/17/10, 1/13/12**

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**CCE Policy 24 Authority, Responsibility and Action Regarding CCE Bylaws**

**Authority and Responsibility.** Overall responsibility and authority for The Council on Chiropractic Education (CCE) *Bylaws* resides with the CCE Council. All policy statements must be consistent with the CCE *Articles of Incorporation, Bylaws* and *Standards*.

**Classification and Maintenance.** CCE *Bylaws* represent the rules adopted by the organization for its governance and the regulation of its affairs.

**Creation, Revision and Deletion.** Proposed Bylaw actions may be initiated by any Councilor, or CCE Administrative Staff member, through the CCE President. Bylaws actions recommended are subject to ratification (final approval) by a 2/3 vote of the CCE Council before such actions are implemented.

**Procedures for Submission of changes to the CCE Bylaws.** Proposals for all *Bylaws* revisions must be submitted on approved forms to the CCE Administrative Office normally no later than ninety (90) days before any regular or special Council meeting at which Council action will be taken.

Proposed revisions will be coordinated through the CCE Administrative Office as follows:

<b>Bylaws revision Activity</b>	<b>Deadline Date *</b>
1. Call for Bylaw revision proposals disseminated to the CCE Councilors.	30 days prior to deadline date
2. Proposals due to the CCE Administrative Office, electronic or postmarked, no later than the deadline date.	90 days prior to Council meeting
3. CCE Administrative Office prepares and forwards proposals and to the Bylaws, Standards & Policies Committee (BSPC) for review.	5 business days after deadline date
4. BSPC completes its review of all proposals and forwards its recommendations to the CCE Administrative Office.	Within 20 days of receipt of proposals
5. CCE Administrative Office prepares and forwards proposals and BSPC recommendations to the Council Executive Committee (CEC) for review.	Within 5 days of receipt from BSPC
6. Council Executive Committee completes its review of all proposals and forwards its recommendations to the CCE Administrative Office.	Five (5) weeks prior to the Council Meeting
7. Proposed revisions are prepared by the CCE Administrative Office and disseminated electronically to all Councilors for review prior to the Council meeting.	Four (4) weeks prior to the Council Meeting
8. CCE Council takes action at its meeting. A 2/3 vote of all Councilors is required for any <i>Bylaws</i> revision.	TBA
9. CCE President notifies CCE Members and Councilors regarding any <i>Bylaws</i> revision(s) and posts the new edition on the CCE website for their information.	Four (4) weeks after the Council Meeting
10. CCE President submits changes to USDE (in accordance with CFR 602.27, if applicable) and notifies CCE distribution lists for National & State Professional Organizations, DCP Accreditation Liaisons, and Academy of Site Team Visitors that the new edition of the CCE <i>Bylaws</i> is posted on the CCE website for their information.	Six (6) weeks after the Council Meeting

\* Any date that falls on a weekend or holiday automatically moves to the next working day.

**Approved: 1/11/04 Revised: 1/8/05, 7/14/07, 3/17/08, 3/8/09, 1/17/10, 1/13/12**

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**CCE Policy 25 Authority, Responsibility and Action Regarding CCE Policy**

**Authority and Responsibility.** Overall responsibility and authority for The Council on Chiropractic Education (CCE) policy matters resides with the CCE Council. All policy statements must be consistent with the CCE *Articles of Incorporation, Bylaws* and *Standards*. Operational guidelines approved by the Council and the Council Executive Committee may not conflict with CCE *Bylaws* or *Policies*.

**Creation, Revision and Deletion.** Proposed policy actions may be initiated by any CCE Member Representative, Councilor, or CCE Administrative Staff member, through the CCE President. To insure that policy actions recommended by the Council or the Council Executive Committee are consistent with the CCE *Bylaws, Standards* and/or the policy framework of the CCE Council, policy actions recommended are subject to ratification (final approval) by a simple majority of the CCE Council before such actions are implemented.

**Procedures for Submission of changes to the CCE Policies.** Proposals for all *Policies* revisions must be submitted on approved forms to the CCE Administrative Office normally no later than ninety (90) days before any regular or special Council meeting at which Council action will be taken.

Proposed revisions will be coordinated through the CCE Administrative Office as follows:

<b>Policy revision Activity</b>	<b>Deadline Date *</b>
1. Call for proposed revision to the Policies disseminated to the CCE Members and Councilors.	30 days prior to deadline date
2. Proposals due to the CCE Administrative Office, electronic or postmarked, no later than the deadline date.	90 days prior to Council Meeting
3. CCE Administrative Office prepares and forwards proposals to the Bylaws, Standards & Policies Committee (BSPC) for review.	5 business days after deadline date
4. BSPC completes its review of all proposals and forwards its recommendations to the CCE Administrative Office.	Within 20 days of receipt of proposals
5. CCE Administrative Office prepares and forwards proposals and BSPC recommendations to the Council Executive Committee (CEC) for review.	Within 5 days of receipt from BSPC
6. Council Executive Committee completes its review of all proposals and forwards its recommendations to the CCE Administrative Office.	Five (5) weeks prior to the Council Meeting
7. Proposed revisions are prepared by the CCE Administrative Office and disseminated electronically to all Councilors for review prior to the Council meeting.	Four (4) weeks prior to the Council meeting
8. CCE Council takes action at its meeting. A majority vote of all Councilors is required for any <i>Policy</i> revision.	TBA
9. CCE President notifies CCE Members and Councilors regarding any Policy revision(s) and posts the new edition on the CCE website for their information.	Four (4) weeks after the Council meeting
10. CCE President submits changes to USDE (in accordance with CFR 602.27, if applicable) and notifies CCE distribution lists for National & State Professional Organizations, DCP Accreditation Liaisons and Academy of Site Team Visitors that the new edition of the CCE Manual of Policies is posted on the CCE website for their information.	Six (6) weeks after the Council meeting

\* Any date that falls on a weekend or holiday automatically moves to the next working day.

**Approved: 1/18/97**

**Revised: 1/13/02, 1/12/03, 1/11/04, 1/22/06, 7/14/07, 3/17/08, 3/8/09, 1/17/10, 1/13/12**

## **CCE Policy 29      CCE Election Processes**

In the conduct of CCE elections for seats on the Council nominations shall be solicited and slates of candidates formed in accordance with provisions of the CCE *Bylaws*. To ensure clarity and effectiveness in CCE election processes and possibly in other voting actions, the following procedures shall be observed.

1. Call for Nominations

CCE shall release a timely call for nominees for open seats on the CCE. The Council Development Committee (CDC) in collaboration with the Council Executive Committee will establish a list of preferred attributes, experiences and competencies requested of candidates for each seat. This list shall be included in the call for nominations.

2. Credentialing Process For Possible Candidates

The nominations and credentials of all nominees shall be collected by CCE staff and forwarded to the Council Development Committee for review and clearance of credentials. The Council Development Committee will review and compare the qualified nominees toward formation of a slate of candidates for each open seat.

3. Number Of Candidates Per Open Seat

The CCE Council Development Committee will forward a slate of at least two (2) candidates for each open seat, and no more than four (4) candidates in those cases where, in the judgment of the Council Development Committee, the individuals' qualifications justify including such additional candidates to the ballot. If there is more than one open seat in a particular membership category, the CDC will develop a slate for each open seat and match candidates with similar skills/backgrounds/experiences. The candidate receiving the majority of votes for the open seat will be elected.

An exception to the "two (2) candidates per open seat rule" can occur if no candidates are nominated to contest an open seat currently occupied by an incumbent eligible for re-election. In this instance the criterion for having at least two (2) candidates will be waived, and the incumbent will be elected. However, if there is more than one open seat in a particular category occupied by incumbents eligible for re-election, and at least one non-incumbent individual is nominated, then the single slate election process noted above must occur, with the names of all candidates listed on the ballot.

In a case where there are more than two (2) candidates for a given seat and a candidate does not achieve the necessary majority votes for an open seat, the candidates receiving the most votes (but less than a majority) will be placed in a runoff election. Such a process will be continued as necessary until the seat is filled.

4. Majority Vote and Requirement To Vote On All Seats

A "majority vote" means a candidate must receive the majority vote of all Members or of all Councilors in an election for the open seat. The number of votes cast by an elector must equal the number of contested seats or the entire ballot cast by that elector is invalid.

5. Voting Process

The ballot form will not identify the individual voting and will be submitted in an unmarked transmittal envelope. All unmarked envelopes will be opened and the ballot(s) tallied at

**CCE Policy 29            CCE Election Processes (cont.)**

once by at least two (2) people from the Administrative Office or as designated by the CCE President.

6. Determination of a Winner In The Case Of A Tied Vote

In the case of a tied vote for a seat on the Council where one of those involved in the tie is an incumbent candidate, the incumbent shall be declared the elected. If neither candidate is an incumbent, the head of the body (Council Chair) shall review the qualifications of both candidates and shall select the individual to be seated.

In the case where the Council Chair is also a voting representative of the "Members" of the Corporation, and voted in the election resulting in the tied vote, the Council Chair shall defer to the Council Development Committee Chair, to select the individual to be seated. In the case where both the Council Chair and Council Development Committee Chair are voting representatives of the "Members" of the Corporation, the Council Chair shall defer to the Council Finance Committee Chair to make the selection.

**Approved:    1/13/02**

**Revised:     1/12/03, 1/11/04, 1/20/07, 3/17/08, 3/8/09, 1/14/11**

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**CCE Policy 34            Evaluation and Listing of Accreditation Status for DCPs offered at more than a Single Location**

In the case where a DCP offers the full doctor of chiropractic degree program or selected studies toward the degree program at more than one location, the Council will evaluate the operations at all locations as part of a single accreditation action. In these circumstances, the Council will decide and list accreditation status as a singly accredited DCP, regardless of the number of locations at which such offerings are provided.

**Approved:    9/20/01**

**Revised:     1/12/03, 3/8/09, 1/17/10**

## **CCE Policy 40      File Management, Release of Information and Privacy**

### **Authority**

The CCE President, as stipulated by the CCE *Bylaws*, is the records custodian for the CCE Administrative Office. Original files may not be removed from the Administrative Office for any reason.

### **Access & Disposition**

Records are created or received in the course of business and contain information related to the organization, functions, policies, decisions, procedures, operations, or other official activities of the agency. Therefore, access to CCE files is limited to current Councilors, CCE Administrative Office Staff or U.S. Department of Education (USDE) and Commission for Higher Education Accreditation (CHEA) officials for recognition purposes. Other than access by the CCE Administrative Office Staff, each entry into the files shall be noted in a logbook. The logbook entry shall indicate the name of the authorized person(s) entering the files, the specific files reviewed and the specific reason(s) for entry. If documents are copied, the logbook shall note the specific pages copied.

Disposition of the CCE files are in accordance with the CCE Administrative Office File and Records Management Plans and include both paper copy and electronic versions. Disposition of the records is mandated by statute or agency or other Federal regulations, directives, policies and procedures.

### **Release of Information**

Every agency is legally required to manage its records; they must be managed properly for the agency to function effectively and to comply with Federal laws and regulations. Records are the evidence of the agency's actions. The CCE Administrative Office maintains all records within the jurisdiction of CCE operations in accordance with the CCE Administrative Office File Plan and Records Management Plan. All files are updated on an annual basis by calendar and fiscal years.

To protect the confidentiality of CCE Councilors, CCE Administrative Office Staff and CCE-Accredited Doctor of Chiropractic Programs (DCPs), and to adhere to CCE policies and procedures and maintain compliance with U.S. Department of Education requirements/criteria all files designated, or with relationship to, accreditation activities are not open to the public for release. The CCE President, as records custodian, is the sole authority for release of any of the aforementioned documents to comply with legal and/or other Federal/State regulations, directives, policies or procedures.

Copies of CCE records may be requested from the CCE Administrative Office, in person or in writing, by completing the CCE Release of Information Form, located on the CCE website or obtaining a form from CCE Administrative staff, in accordance with this policy and at a cost fixed by the CCE President. If a written request includes the date of request, name of requester, information required reason for request and date records are needed, the CCE form is not required. The CCE President will approve all requests before release of the copied records. A log indicating the date of request, the name of the individual requesting the record(s), the

## **CCE Policy 40      File Management, Release of Information and Privacy (cont.)**

specific document(s) copied, the date approved by the CCE President and the cost of the transaction, if applicable, shall be maintained.

The CCE Administrative Office Staff shall have access to all files during the course of normal business, while adhering to the rules and requirements of confidentiality, policy and procedure.

### **Privacy**

CCE maintains the privacy of files in accordance with CCE Bylaws and federal/state requirements and/or laws. The source documents for such requirements are listed in the CCE Administrative Office Records Management Plan and also in accordance with CCE policies and procedures.

### **Responsibilities and Confidentiality**

CCE has specific legal requirements for records management which include:

- Preserving records that contain adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the agency and of persons directly affected by the agency's activities.
- Establishing and maintaining an active, continuing program for the economical and efficient management of the records of the agency.
- Establishing safeguards against the removal or loss of records and making requirements and penalties known to agency officials and employees.
- Notifying the CCE President of any actual, impending or threatened unlawful destruction or release of records and assisting in their recovery.

A DCP may waive its right of confidentiality by express or implied consent. A DCP that makes public any part of its confidential Council materials shall be deemed to have waived its right of confidentiality for those materials by implied consent. The DCP self-study report shall be considered the property of the DCP and the DCP may distribute the report (or its contents, accurately and fairly reported) as it chooses. Such distribution shall not be considered a waiver of confidentiality by implied consent.

Release of any portion of any document other than the self-study report shall constitute a waiver of confidentiality regarding any matters addressed in the released document, and the Council shall be free to address the matter as appropriate to the situation.

The Council Chair or the Council itself shall determine if a DCP has waived its right of confidentiality and the Council Chair shall designate the CCE Councilor, CCE Administrative Office Staff or agent who shall release such information as is proper and appropriate. Violation of this policy shall subject the above listed individuals to such disciplinary action as the Council may deem appropriate.

**CCE Policy 40      File Management, Release of Information and Privacy (cont.)**

CCE shall disclose only information regarding CCE Administrative Office Staff relating to the position held, dates of employment and, if requested by the appropriate agency, benefits information. No other human resource and/or payroll information shall be disclosed.

**Combined:    CCE Policy BOD-40, BOD-106, BOD-136, BOD-154 & COA-4 (1/17/10)**  
**Approved:    2/02/91**  
**Revised:     1/28/95, 1/13/02, 1/22/06, 3/8/09, 1/17/10**

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**CCE Policy 45      Council Executive Committee Elections**

At the time for election, the Council Chair will call for nominations from the floor for each office, starting with the Chair. Those individuals not interested in being elected are to make that known prior to the nomination process.

Once nominations are closed, each councilor will use a paper ballot to vote among the candidates for the position. The same process will be followed for election of the CDC and the CFC. Ballots will be counted by the CCE President with a non-candidate observing.

**Approved:    1/13/02**  
**Revised:     1/17/10**

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**CCE Policy 46      Adverse Decisions by Other Accrediting Organizations  
and State Agencies**

CCE is concerned when another accrediting organization or state agency denies, revokes or places sanctions on its recognition of a CCE-accredited doctor of chiropractic degree (DCP) or its sponsoring institution. Should such an event occur, it is the responsibility of the DCP to so notify the Council.

An adverse decision made by another accrediting or state agency concerning a CCE-accredited DCP or its sponsoring institution will be reviewed by the Council to determine whether actions taken by the other agency are relevant to the current CCE accreditation status or application. The Council will also investigate to determine whether the DCP is in compliance with the CCE *Standards*. The Council may field a special site visit team, request reports or further information from the DCP, require a special appearance by the representatives at a Council meeting, and/or take any other such measures as the Council deems necessary.

Within 30 days of The Council on Chiropractic Education (CCE) action, the Council/CCE will provide to the U.S. Department of Education, a thorough and reasonable explanation, consistent with the CCE Standards, why the action by another recognized agency concerning a CCE-accredited DCP or its sponsoring institution or applicant does not preclude the Council /CCE from granting initial or reaffirmation of accreditation.

**Approved:    2/02/91**  
**Revised:     1/28/95, 1/13/02, 5/16/06, 1/20/07, 3/8/09**

## CCE Policy 56 NBCE Performance Disclosure, Thresholds and Outcomes

In keeping with the CCE Standards requirements concerning public disclosure of student performance on national board examinations, DCPs must disclose up-to-date student performance on national board examinations for each campus on the program website. Scores must be posted, using the format described below, on one of the following website pages: Admissions, Academics, Prospective Students, Home page or equivalent page. The link to the scores from these pages must be direct. DCPs must update NBCE data for public disclosure within 30 days of the release of the data by NBCE each year.

The CCE Administrative Office provides the required format for publication as determined by the CCE Council that includes:

The weighted arithmetic average of first-time candidate pass rates for the four most recent Part I, II, III, IV and Physiotherapy examinations.

PART X				
College Data				National
	# TESTED	# PASS	% PASS	% PASS
Fall 2009	62	50	80.6%	75.0%
Spring 2009	48	30	62.5%	76.0%
Fall 2008	76	63	82.9%	75.0%
Spring 2008	50	38	76.0%	76.0%
<b>2-YR TOTAL</b>	<b>236</b>	<b>181</b>	<b>76.7%</b>	<b>75.5%</b>

In keeping with the CCE Standards requirements concerning student outcomes, the following are established as thresholds. Performance below these thresholds, as derived from data obtained by the CCE Council, will indicate the need for further review and action as determined by the CCE Council.

### THRESHOLDS

#### Performance on Part 1 of the NBCE Examinations

The weighted arithmetic average of candidate (first time) percent pass rates of the four most recent examinations must not be less than 65%.

#### Performance on Part 2 of the NBCE Examinations

The weighted arithmetic average of candidate (first time) percent pass rates of the four most recent examinations must not be less than 65%.

#### Performance on Part 3 of the NBCE Examinations

The weighted arithmetic average of candidate (first time) percent pass rates of the four most recent examinations must not be less than 70%.

**CCE Policy 56      NBCE Performance Disclosure, Thresholds and Outcomes (cont.)**

Performance on Part 4 of the NBCE Examinations

The weighted arithmetic average of student scores of norming group (first time) percent pass rates of the four most recent examinations must not be less than 75%.

Completion of the D.C. Degree Program

At least 70% of entering students must complete the DCP within 150% of the time normally designated for completion of the degree. Students transferring from another accredited DCP will not be included in this calculation.

**Combined:    CCE Policy COA-3 & COA-56 (1/17/10)**  
**Approved:    1/14/01**  
**Revised:     1/12/03, 1/11/04, 1/20/07, 3/8/09, 1/17/10**

## **CCE Policy 64      Complaints**

The Council on Chiropractic Education (CCE) makes every effort to insure the avoidance of improper behavior and the appearance of impropriety in a manner that protects the integrity of CCE. In addition, CCE Accredited DCPs seek to ensure compliance with the requirements of the CCE *Standards* and *Policies*. Therefore, CCE has established the following procedures for receipt and resolution of alleged complaints against one of these CCE entities:

1. CCE Councilors, Academy of Site Team Visitors, CCE Administrative Office Staff, Member Representatives or any other agent of this organization.
2. CCE Standards or Policies.
3. CCE Accredited DCPs.

### **Requirements**

In order for a complaint to receive the attention it deserves, the Council requires that complaints be received within four calendar years of the alleged violation, and are:

1. Submitted in writing, signed and dated,
2. Clearly identified as a complaint,
3. Specifically citing which CCE Standards, policies or other have been violated,
4. Identified party who the complaint is against,
5. A clear and concise description of the complaint, and
6. No litigation against the identified party regarding the complaint was raised.

**NOTE: By submitting a complaint and including all information listed above, the complainant acknowledges that the process to resolve the issue(s) may require the release of any or all of the complaint information to any party involved in the resolution and decision making process.**

If the complaint does not contain the required information listed above, or if the complainant has not agreed to be identified to any party, as specified in this procedure, or if the complaint does not appear to be within the scope of the CCE *Standards* or *Policies*, the CCE President will notify the complainant, the Council Chair and enclose a copy of this policy.

CCE will attempt to address all reasonable requests, however, the complaint must be relevant and within CCE control and/or jurisdiction. In those instances where the complaint is not within CCE control and/or jurisdiction the CCE President will acknowledge receipt and refer the complainant to the proper agency/entity for consideration (and notify the Council Chair).

If the complainant has instituted litigation regarding the complaint, the CCE President will notify the complainant and the Council Chair that the CCE will take no action regarding the complaint until litigation is resolved. It is the responsibility of the complainant to resubmit the complaint if further action is desired.

The CCE President and Council do not intervene on behalf of individuals or act as a court of appeal in matters of admission, granting or transferability of credits, disciplinary matters, fees, collective bargaining, faculty appointments, dismissals or similar matters. The Council will not respond to concerns or allegations regarding the personal lives of individuals connected with accredited programs. The investigation of any complaint is based exclusively on CCE

## **CCE Policy 64      Complaints (cont.)**

accreditation requirements and/or related policy.

### **INFORMAL PROCESS**

1. Upon receipt of a complaint, the CCE Administrative Office staff will forward a copy of the complaint to the CCE President and file the original complaint in accordance with the CCE Administrative Office File Plan and acknowledge receipt of the complaint within two (2) weeks to the complainant. Should the President be named in the complaint, the CCE Administrative Office staff will forward the complaint to the Council Chair.
2. The President shall first attempt to resolve the complaint on an informal basis by reviewing the complaint and specifically determining what CCE accreditation requirements or related policies have been violated. The President shall consider information provided by the complainant, contact parties involved with the complaint (if necessary), and work with these parties in an effort to resolve the issue(s) at this level. No time constraints are set with the informal process but all parties are reminded to be professional and reasonable in their efforts to resolve the complaint in a timely manner.
3. If the complaint is resolved at this informal level, the President will provide to the involved parties a written summary of the actions taken to resolve the complaint. If it becomes apparent that the efforts to resolve the complaint at this level will not lead to resolution, the President will note this lack of resolution in writing to all involved parties, to include the Council Chair.
4. If the complaint is not resolved at this informal level, the complainant may file a formal complaint and must notify the CCE President, in writing, to proceed with the formal process. If the complainant proceeds with the formal process, the letter to the CCE President must also include a clear explanation of the complainants' desired resolution.
5. Upon receipt of the formal process letter from the complainant, the CCE Administrative Office staff will forward a copy of the letter to the CCE President and file the original letter in accordance with the CCE Administrative Office File Plan and acknowledge receipt of the letter within two (2) weeks to the complainant.

### **FORMAL PROCESS**

1. Upon receipt of a letter from the complainant to proceed with the formal process, the President will forward the formal process letter, original complaint and written summary of the actions taken and outcomes of the effort to resolve the complaint at the informal level to the Council Chair for review within one (1) week of receipt of the formal process letter. Should the Council Chair be named in the complaint, the President will forward the complaint to the CCE Council Development Committee Chair. Should the Council Chair and the Council Development Committee Chair, both be named in the complaint, the President will forward the complaint to an uninvolved member of the Council Executive Committee.
2. The Council Chair will review the written complaint to determine its completeness, request additional information from the CCE President and/or complainant (if required) and determine if the Council Executive Committee or Council are required for the decision making of the complaint. Upon completion of this review, the Council Chair will contact the chief officer of the

## **CCE Policy 64      Complaints (cont.)**

involved CCE entity (or CAO of the DCP), any involved members of that entity, and the complainant (if necessary) in the attempt to resolve the issue(s) at this level. If the Council Chair can determine and recommend appropriate resolution(s) for the complaint at this stage, he/she will describe such resolution(s) as part of a written notice. Normally, the Council Chair will complete this action within two (2) weeks of the date of receipt of the formal complaint.

If the Council Chair cannot resolve the complaint by contacting the above individuals, the Council Chair will provide a copy of the formal complaint to those noted above and request a written response from the chief officer of the involved CCE entity (or CAO of the DCP) and any involved members of that entity, if necessary. Normally, this response is to be received by the Council Chair within two (2) weeks of the date of receipt of the formal complaint from the President.

3. If the above noted responses are requested, the Council Chair will review the documentation provided, make a determination of resolution and provide a copy of the written notice and the responses to the complainant. The Council Chair will then review the notice and responses (if applicable) with the complainant to determine if the resolution(s) has satisfied the complainant or if the complainant wishes to further pursue the matter. If the complaint is resolved at this level, the Council Chair will provide written confirmation of closure, to all parties, with a description of the actions taken to resolve the complaint.

4. If the complainant wishes to further pursue the complaint (appeal the decision), the President will request that the Council Chair appoint a three-person panel of uninvolved parties to review the complaint. All individuals on the review panel must be a member of a CCE entity, and the panel shall be composed of one individual each in the category of DCP member, practicing chiropractor, and public member. The members of the review panel shall select a spokesperson /chairperson.

5. The review panel will receive copies of all aforementioned documents and may seek additional information from the complainant and/or those against whom the complaint is lodged. The review panel will consider all such information and provide a written analysis of its findings along with any necessary stipulations for resolution of the complaint. The report of the review panel will be sent to the complainant, all involved parties and the President. The President shall act to carry out the decision and any stipulations of the review panel. There is no provision for appeal of this decision. Normally, the work of the review panel will be completed within four (4) weeks of the date on which they received the written document(s) pertaining to the complaint.

6. All expenses for the complaint resolution process shall be borne by CCE and the complainant.

### **Council Actions**

If, as a result of the complaint review, a change in *Standards* and/or *Policies* is indicated, such change will be proposed in accordance with CCE policies and procedures for action at the next regularly scheduled meeting of the Council. The complainant will be informed in writing regarding the outcome of the matter.

If the complaint is referred to a Council committee, the appropriate committee will submit a report of its findings and recommend action to the Council. This report should be submitted in

### **CCE Policy 64          Complaints (cont.)**

time to be considered by the Council at its next regularly scheduled meeting following receipt of the complaint. The complainant is informed of the investigative steps taken by the Council, including any Council action. If appropriate, materials relating to a complaint will be filed for review at the time of the next regularly scheduled on-site accreditation visit.

**Combined:    CCE Policy COA-31, BOD-64, BOD-65 & BOD-67 (1/17/10)**  
**Approved:    1/13/02**  
**Revised:      3/8/09, 1/17/10**

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### **CCE Policy 68          Provision of Opportunity for Third-Party Comment Regarding Accreditation Decisions**

The CCE Council will ensure appropriate opportunity for third-party comment regarding potential accreditation actions. The Council shall publish a current list that identifies those DCPs having accredited status, and noting any solitary purpose chiropractic institutions also accredited. This list shall identify the current accreditation status of all such DCPs, and shall identify the anticipated date for the next regularly scheduled accreditation review. This listing shall be published to the organizations representing all relevant constituencies in the chiropractic profession as well as to those individuals and entities having declared themselves interested parties with regard to the accreditation actions of the Council.

The listing shall include or be accompanied by a written notice inviting third-party comment regarding the accredited status of any DCP and drawing attention to the scheduled dates for Council accreditation actions. By publishing the listing and notice approximately every six months, and also making these materials available upon request at any time, the Council will insure ample notice and time for third-party comment well in advance of scheduled Council status actions.

To help insure timely attention to any third-party comment, the notice will advise that third-party comment will best be submitted at least six (6) months prior to the scheduled status decision, no later than January 31 for a July Status Review Meeting and no later than July 31 for a January Status Review meeting, thus enabling Council attention to such comment prior to normally scheduled site visits. In further efforts to ensure such opportunity, the described list of accredited DCPs and the described written notice will be published on any CCE website normally made available to the general public.

The Council will maintain a record of the above-specified actions as well as any received third-party comment regarding accreditation actions, and will document steps taken by the Council in response to such received comment.

**Approved:    5/09/01**  
**Revised:      1/12/03, 1/20/07, 3/8/09**

## **CCE Policy 73      Financial Actions**

Financial accounting for The Council on Chiropractic Education (CCE) shall be on an accrual basis.

Information about all CCE financial activities shall be available to CCE Councilors.

### **Capitalization**

The CCE shall capitalize and depreciate assets costing \$1,000 or more, and having future economic benefit for the longer of one operating cycle or year, in accordance with Generally Accepted Accounting Principles (GAAP).

### **Drawing Checks**

All checks must be approved by the CCE President or an elected member of the Council Executive Committee.

All checks in excess of \$2,500 must have two signatures, except for payroll checks and transfer of funds from CCE checking accounts to other institution accounts. All payments exceeding \$2,500 will be copied and included in the monthly financials.

### **Budgeting**

Councilors shall approve an annual budget each fiscal year.

The budget shall include sufficient administrative staff and financial resources to implement and maintain effective accrediting procedures, and shall be based on the experience of previous expenditures as well as anticipated needs. The total financial reserves shall be maintained at approximately 150% of the operating expenses of the previous year.

Amounts exceeding 150% of the operating expenses shall be earmarked for unanticipated legal expenses. The portion of reserve funds earmarked for unanticipated legal expenses shall not exceed 150% of the operating expenses of the previous year.

Financial reserves in excess of 150% of the operating expenses of the previous year may be utilized to fund the acquisition of capital assets. Financial reserves in excess of 300% of the previous year's operating expenses may be utilized to support current operating expenses.

For purposes of determining financial reserves, operating expenses shall not include those expenses that are reimbursed by member institutions for site visits.

Withdrawal of funds from any of these reserves shall not be made without prior approval of the Council Executive Committee (CEC) and notification to the Council.

Once a budget has been approved, the CCE President is empowered to administer the budget according to budgetary guidelines.

## **CCE Policy 73      Financial Actions (cont.)**

### **Auditing**

At the end of each fiscal year, the financial statements of the CCE shall be audited in accordance with generally accepted accounting principles (GAAP) by a certified public accountant or firm. Details regarding cash and cash equivalents (as well as investment cost basis) shall be included in footnotes to the financial statements. The CCE Audit Committee shall serve as the primary oversight and liaison with the outside auditors. The Audit Committee shall periodically review whether to re-bid the audit engagement and the lead auditors shall be rotated in accordance with Best Practices. Such auditor or firm shall submit the audit following the end of each fiscal year. Copies of the audit shall be circulated to each member of the CCE Council.

### **Borrowing Power**

#### **Contracts**

The Council may authorize any officer(s) or agent(s) to enter into any contract or execute or deliver any instrument in the name of and on behalf of the CCE, and any such authorization may be general or confined to specific instances. In the absence of other designation, all such contracts and instruments shall be executed in the name of the CCE by the Council Chair or one of the other officers, and when so executed no other party to such instrument or contract, or any third party, shall be required to make any inquiry into the authority of the signing officer or officers.

#### **Loans**

No indebtedness shall be contracted on behalf of the CCE and no evidences of such indebtedness shall be issued in its name unless authorized by, or under the authority of, a resolution of the CCE Council. In accordance with CCE *Bylaws*, Article IX, Section 9.03.

#### **Lending or Disposal of Capital Assets**

Loan or temporary assignment of capital assets to members of the CCE for work purposes is to be approved by the CCE President and reported to the CEC.

Arrangements for gift, sale or trade of capital assets shall be documented, with approval by both the CEC and the individual or organization involved, to ensure clear understanding of the terms of disposition of the asset. Arrangements of this type are to be acted upon by the CEC and documented in meeting minutes.

**Combined:    CCE Policy BOD-70, BOD-73 & EXC-7 (1/17/10)**  
**Approved:    2/2/91**  
**Revised:      1/13/02, 1/8/05, 7/15/06, 3/17/08, 3/8/09, 1/17/10, 1/14/11**

## **CCE Policy 77      Fraud**

Members of the CCE Administrative Office staff and Council must institute effective internal controls to avoid fraud. Adequate segregation of responsibilities is the most effective means of this action. The Council should assess fraud risk periodically and determine how fraud risk can be mitigated by identifying areas that could be susceptible to fraud and then establish controls to lessen the likelihood of fraud occurring in those areas. It presents a challenge to organizations and/or associations with small staffs, but the following guidelines and measures will greatly reduce the risk of fraud.

1. Requirement of two signatures on checks issued over \$2,500 (Reference: CCE Policy 73).
2. All checks must be kept under lock and key.
3. Ensure that employees are required to take vacation on a periodic basis. Most fraud is detected by accident or during interruption of work routines.
4. A high quality check stock should be used to prevent scanning capabilities.
5. Make sure the endorsement stamp includes the full legal name of the association (never just the acronym) and includes the bank name and account number.
6. Create an audit trail by maintaining a log of checks received.
7. Occasionally check the bank's records verifying authorized signers.
8. Maintain backup computer files off-site.
9. To the extent possible, cross-train employees in order for them to understand one another's responsibilities.
10. Use the services of an independent CPA. (Reference: CCE Policy 73).
11. Review bank statement transactions, verify payroll accuracy, review bank reconciliation's, test check approval procedures to ensure compliance and ensure authorized check signers sign checks. (Reference: Audit Committee).

If there is a substantiated allegation of fraud, the following steps should occur:

- The Council is immediately informed by the CCE President (or other party if the allegation is versus the CP).
- Review of alleged fraudulent activity identified and assessment completed by the CCE Audit Committee.
- Actions implemented to resolve the allegation in a timely manner.
- If substantiated, take appropriate and consistent actions against violators (to include termination and/or legal prosecution if necessary).
- Assess how current procedures and controls may be improved/changed to reduce or eliminate future fraud risks or occurrences.
- Reinforce organization's values and expectations through appropriate communication.

**Approved:    1/11/04**  
**Revised:     1/20/07, 3/8/09, 1/17/10**

## **CCE Policy 88      Investments**

The funds of The Council on Chiropractic Education (CCE) as a corporation shall be deposited in such depositories as may be approved by the CCE Council or the Council Executive Committee, but such depositing authority may be delegated by them to the CCE President.

### **Statement of Investment Objectives, Goals and Policy Guidelines**

#### **I. Philosophy and Objectives**

CCE Councilors, ever mindful of their stewardship, have caused this statement to be prepared as a policy framework for a disciplined process that seeks to add value and minimize risk of the resources for The Council on Chiropractic Education (CCE).

Investment of the resources of the CCE is the responsibility of the Council Executive Committee. The Council Executive Committee implements investment objectives as established by the CCE Council, establishes policies, selects investment managers to implement established policies, and monitors the implementation and performance of the managers retained in support of the objectives and policies.

The resources are invested to maximize long-term investment return consistent with prudent levels of risk appropriate to management of such long-term funds. Management of the assets is designated to insure a total return (income plus capital change) necessary to preserve and enhance (in real dollar terms) the principal of the funds and at the same time, provide a dependable source of income for current operations and programs.

#### **II. Diversification of Investments**

In recognition of the prudence required of fiduciaries, reasonable diversification will be sought where possible. Experience has shown financial markets and inflation rates are cyclical and, therefore, control of volatility will be achieved through diversification of asset classes and selection of managers of diverse investment styles. Investment risks are considered within the context of the entire investment, and the need to sustain its long-term purchasing power.

#### **III. Asset Allocation**

Since the selection and weighting of asset classes is the primary determinant of investment return and volatility, asset choice will be carefully considered by the Council Executive Committee in accordance with a systematic allocation process derived from consultation with the investment advisor(s). Approved asset classes and policy target ranges are noted below:

	<b><u>Range</u></b>	<b><u>Index Benchmarks</u></b>
Equities	30-70%	S & P 500
Fixed Income	30-50%	Lehman Intermediate Government Corporate Bond Index
Cash Equivalents/Short Term	0-30%	30 Day Treasury Bill rate

## **CCE Policy 88      Investments (cont.)**

The fund is to be structured for long-term growth with a broadly diversified mix of asset classes and styles. The international and global fixed income segments are intended to reduce volatility and the funds' reliance on domestic financial markets.

The target for the actual asset mix will be reviewed by the Council Executive Committee annually, or more frequently as necessary.

The Council Executive Committee will review the segment asset allocations annually, and any changes in the allocations will be made after the meeting.

### **IV. Limitations and Restrictions**

Limit holdings in any one stock or commodity to 3% and to 20% in any one diversified holding (such as mutual funds or EFT's); or holdings of 25% within any one industry, with the exemption of the US Government or its agencies.

The following categories of investments are not permitted for investment without the Council Executive Committee's written approval: (i) Unregistered or restricted stocks; (ii) Commodities, including gold, precious gems or currency futures; (iii) Private placement debt, except as may be positioned in a commingled fund which does not specifically emphasize private placements; (iv) Tax exempt securities, either state or federal; (v) Conditional sales contracts; (vi) Uncovered options; (vii) Short sales or margin purchases; (viii) Transferable certificates of participation in business trusts and limited partnerships; (ix) Securities of the investment managers or their respective parents, subsidiaries or affiliates; (x) Investments in companies doing business in material conflict with the philosophy and values of the Corporation; (xi) Securities in violation of state law; and (xii) Hedge funds.

Derivative instruments may not be used to leverage the investable assets of the portfolio, nor may they be used when they may change the risk characteristics otherwise permissible securities held in the portfolio.

Pooled funds that materially comply with these restrictions may be used, as long as areas of noncompliance are identified and disclosed to the Council Executive Committee.

### **V. Investment Consultant**

The CCE may retain the services of an independent investment consultant for the purpose of assisting the Council Executive Committee in developing and then attaining the objectives of the fund. The consultant will assist in establishing objectives offering alternative models of asset allocation, identifying appropriate managers or funds, producing timely quarterly reports that monitor performance of individual managers against similar managers as well as performance of the entire Fund against its objectives and against other appropriate indices. The consultant will also provide consultation on revisions and modifications as appropriate.

## **CCE Policy 88      Investments (cont.)**

### **VI. Investment Management**

Investment managers will be appointed following a systematic search for those with demonstrated quality in the style desired. To optimize access to such managers, while minimizing management fees and transaction costs assessed to the fund, no-load mutual funds and pooled funds may be considered together with separate account management. Managers are given discretion to manage funds entrusted in accordance with the style for which they are employed provided they comply with the restrictions and limitations as may be determined by the Council Executive Committee from time to time {Article VIII, 8.07(a), 2&3}.

### **VII. Evaluation of Manager**

The following criteria will be used to evaluate manager performance.

#### **A. Performance Objectives for Active Management**

Equity managers/fund(s) will be expected to achieve an annualized total rate of return over a three to five-year period which exceeds an appropriate market index rate of return by 1.0 percentage points compounded annually, net of costs and fees. Total return is defined as dividend or interest income plus realized and unrealized capital appreciation or depreciation at fair market value. Fixed income managers will be expected to exceed appropriate market indices by 0.50 percentage points, net costs and fees. Balanced managers will be expected to attain a blended objective reflective of their asset mix.

The managers/fund(s) will also be expected consistently to achieve a total rate of return, which is equal or above the meridian return in a universe of peers with comparable investment styles or portfolio objectives.

#### **B. Investment Style**

The managers/fund(s) will maintain a portfolio characterized by their respective traditional management styles and, if a change in such style is contemplated, the manager is required to make advance written notification to the Council Executive Committee.

#### **C. Change in Objectives or Asset Allocation**

A change in objectives or asset allocation strategy may require that funds be transferred between asset classes, to new asset classes, or among styles within asset classes. These changes may result in increases, decreases or elimination of funds under management by a specific manager.

### **VIII. Performance Measurement**

Measuring manager progress against policy objectives, and for consistency in measuring performance against the total return objectives, performance will be reflected net of

## **CCE Policy 88      Investments (cont.)**

management fees and transaction costs. When calculating return for the quarterly reports utilized for management purposes, returns will be stated before fees.

### **IX. Communication and Reporting**

Where the fund is separately managed, the manager is responsible for free and open communication with the Council Executive Committee through the CCE President and the investment consultant in all significant matters pertaining to investment policies and management of Fund assets, including, but not limited to: (i) Major changes in the investment manager's investment outlook, investment strategy and portfolio structure; (ii) Any significant changes in the ownership, organizational structure, financial condition or senior personnel staffing of the investment manager's organization; and (iii) Quarterly transactions, evaluation and performance reports.

Quarterly evaluations of assets under management shall be supplied by the investment managers, in the form as may be requested by the Council Executive Committee and to include market valuations, industry segmentations, transaction registers, cash settlements, and similar reports. The report of fixed income and equities shall show inventories at cost, purchase date, market value and share or unit values at cost and market values. At reasonable times and at the direction of the Council Executive Committee, meetings shall be held with the manager(s) to discuss performance results, economic outlook, organizational changes and other pertinent matters. All documents, exhibits and other written material to be used during such conferences shall be submitted by the investment manager(s) at least five days in advance of the conferences.

All materials required of the manager(s) shall also be provided to the investment consultants. In addition, the manager(s) shall provide evidence of liability and fiduciary insurance and have its employees bonded unless otherwise exempted by law or governmental regulations.

### **X. Conflict of Interest**

It is the policy of the Councilors to avoid conflicts of interest in its operations and in the selection of investment managers or funds. Therefore, the CCE President, members of the Council Executive Committee, or Council shall not have an ownership relationship with any manager or fund being considered. Similarly, the investment consultant shall have no financial relationship with any manager or fund serving the CCE.

### **XI. Spending Guideline/Limitations**

The Council Executive Committee will continually review the liquidity needs of the CCE and will notify the investment consultant as soon as possible of any significant changes in anticipated needs for liquidity purposes.

**Approved:    2/2/91**  
**Revised:    1/24/98, 1/8/05, 7/15/06, 3/8/09, 1/17/10**

## **CCE Policy 94      Expenses, Honoraria and Stipends**

### **I. Policy Statement**

#### **A. General**

This is The Council on Chiropractic Education (CCE) statement of policy on reimbursement of incurred expenses, honoraria, and stipends applicable to the conduct of CCE business. This policy applies to individuals who are members of the CCE Council, committees and/or task forces, the CCE Administrative Office Staff, and Academy Site Team members; plus consultants or other individuals who provide professional services for CCE.

Individuals should be familiar with this policy prior to incurring expenses to assure that costs will be reimbursable. They should understand the CCE requirements for documentation of expenses, and realize that a lack of proper receipts may result in non-reimbursable expenses and delays in processing expense reimbursements.

Claims for expense reimbursements must be signed and submitted to the CCE Administrative Office on a current Expense Report form. Original forms and receipts (where applicable) should be attached as backup. It should be received by the Office within ten (10) days of the conclusion of the meeting or activity.

#### **B. Approvals**

The Administrative Office Staff will review all Expense Reports in accordance with this policy, and submit them to the CCE President for approval. Should a dispute occur concerning allowable expenses, the CCE President will resolve the issue(s) within a reasonable time period. If the CCE President is unable to achieve a resolution, an appeal may be made to the Council Executive Committee.

### **II. Allowable Travel Expenses**

#### **Airfare:**

All individuals traveling at CCE expense should book flights at least 21 days in advance to obtain best possible rates. Only coach airfare will be reimbursable. If roundtrip airfares are not booked, for example if the air travel destination for a CCE activity represents one leg of a multi-leg trip involving other purposes, CCE will reimburse only the portion of the airfare that would have been equivalent to a direct round trip flight to and from the CCE activity.

#### **Ground Transportation:**

Personal automobile use will be reimbursed at the current Internal Revenue Service (IRS) standard mileage rate for such use. Reimbursement for personal vehicle mileage should not exceed the equivalent of coach airfare to various destinations except when it is necessary to use a personal vehicle to transport materials or equipment for reasons of safety, security from loss, and/or expense. A mileage log should be kept to support congruency with mileage distances on maps, and submitted with the Expense Report.

## **CCE Policy 94      Expenses, Honoraria and Stipends (cont.)**

Receipts for taxicab, bus, shuttle, and limousine fares must be submitted with the Expense Report. Individuals are encouraged to use shuttle vehicle service, if available, between airports and hotel/meeting venues and taxicabs if more appropriate. Limousine service may be utilized, if the cost of such is comparable to taxicab fares.

Vehicle rentals should be approved in advance by the CCE President. **Accident liability, medical and collision insurance for rental vehicles is required to be purchased through the rental agency and the cost of such will be reimbursed by CCE.** The CCE President must exercise discretion in the reimbursement of any travel expenses.

### **Lodging:**

For many large group CCE functions, rooms at the event location are booked well in advance, lodging costs are known and the CCE directly pays for the cost of the negotiated package. Often meals are included. In such situations, individuals need not incorporate these items as expenses in their Expense Report during their period stay at the venue. For other CCE related activities such as committee meetings, site visits, etc., individuals should utilize the assistance of the CCE Administrative Office in making lodging and meeting room arrangements to the extent possible, and exercise reasonable judgment in the selection of hotels. In these instances, the individual normally pays for the hotel stay, and must submit receipts for all lodging costs with the Expense Report.

### **Meals:**

Reimbursement for meals should be limited to a \$75.00 per day per individual, and room service may be incorporated within this guideline. Receipts for all meals must be submitted with the Expense Report. Meal costs, including those associated with a CCE negotiated package at a particular venue, will not be reimbursed unless special circumstances, such as an illness, prevent an individual from attending group meals. For group meals, which frequently occur during meetings at accreditation site visits, the team chair may pay team meal bills. There also may be group meals in situations, other than site visits, where it is appropriate for one individual to pay for a group meal. In such instances, the individual who pays the bill must include on his/her Expense Report an itemized meal receipt plus the names of all persons present.

### **Shipping of Materials:**

Using the most cost-effective carrier, individuals may send required meeting materials along with personal notes to and from a meeting site to the attention of themselves, if shipping is more convenient and/or economical than airline baggage service. Using second-day service, they must pre-pay shipping costs and submit a copy of the prepaid bill to the CCE Administrative Office with the Expense Report form.

### **Tips, Telecommunications, and Miscellaneous Expenses:**

Reimbursement for all miscellaneous expenses should not exceed \$25.00 per day. Miscellaneous expenses may include the following: personal and business landline telephone and cell phone calls; internet connection fees; and tips to porters, taxi/shuttle drivers, and housekeeping staff at lodging establishments. Dry cleaning and laundry services may qualify in lost luggage or other emergency situations associated with CCE travel that constitutes a reasonable need. If receipts are not available in certain instances, a listing of such expenses must be provided with the Expense Report.

## **CCE Policy 94      Expenses, Honoraria and Stipends (cont.)**

### **Other:**

Members of committees, panels, and task forces will be reimbursed for necessary travel when attending regular or special Council meetings that have been approved by the Council Chair or his/her designee. Moreover, travel days for all individuals involved in CCE approved activities will be reimbursed and may include the day before or after a meeting or event, if reasonable travel arrangements do not allow arrival and departure on the first day and/or last day of the activity. Any travel days beyond these should be approved in advance by the CCE President.

### **III. Honoraria**

Members of the Council, site teams, committees and task forces will receive a standard honorarium in the amount of \$200.00 per day for time spent while engaged in CCE travel and activities. Honoraria also will be paid for pre-meeting and post-meeting travel days noted above, if circumstances justify such travel arrangements; and, the Council Chair may authorize the payment of honoraria to individuals who provide consultative or other professional services to CCE at his/her discretion and this shall be reported to the Council.

### **IV. Stipends**

The Council Chair receives a stipend of \$500.00 each month. The other officers of the Council Executive Committees each receive a stipend of \$100.00 per month. In addition, the Council Chair may approve stipends for individuals who provide significant and/or extended professional service on special committees or task forces and reported to the Council.

### **V. CCE Administrative Staff**

When a DCP requests consultative assistance from CCE Administrative Office Staff, the DCP must reimburse the CCE for all expenses incurred, and must also pay an additional \$200.00 per diem charge if the services extend beyond two working days.

**Approved:    2/2/91**

**Revised:    11/19/92, 5/13/93, 1/27/96, 1/18/97, 9/12/01, 1/13/02, 1/8/05, 7/15/06, 3/17/08,  
3/8/09, 1/17/10**

## **CCE Policy 100      Publication Rights and Patents**

1. To insure that The Council on Chiropractic Education (CCE) will be free to dispose of data in a manner consistent with its obligations to the sponsor and to the public, ownership of all copyrightable and patented material developed in the course of, or pursuant to, a sponsored research or other agreement entered into by CCE shall be determined in accordance with the terms of the sponsored research or other agreement, or, in the absence of such terms, the material shall be the property of CCE.
2. All copyrightable, non-copyrightable and patented material developed by the CCE Administrative Staff with the significant use of funds, space, equipment and materials administered by the CCE shall be the property of CCE.

The CCE shall exercise its rights over such material in a manner that will most effectively further the goals of CCE as an educational accrediting agency. Full consideration will be given to making the material available to the public on a reasonable and effective basis, avoiding unnecessary exclusions and restrictions, and providing adequate recognition of the authors, where and when appropriate.

3. Copyrightable, non-copyrightable and patented material(s) not falling within the provisions of the above categories is wholly the property of CCE.

Royalty income and other income received by CCE through the sale, licensing, leasing or use of copyrightable and patented material in which the CCE holds a property interest, as described above, may/or may not be determined by the Council Executive Committee (CEC). The gross royalties received by CCE will be distributed as determined by the CEC according to the following guidelines:

- a) Copyrights and patents shall be assigned to CCE.
- b) A flat rate manuscript fee, as determined by the CEC, shall be offered to the author.
- c) Since copyrights and patents will be in the name of CCE, royalties to authors shall commence following the total write-off of the printed publication, the cost of which shall be borne by the CCE. A per unit royalty fee, ranging from 2% to 10% of the selling price shall be negotiated between the author and the CEC.
- d) At its discretion, CCE shall deduct from gross royalty income, prior to distribution, expenses, such as litigation, which may be incurred enforcing or defending the copyright or patent or licensing the copyrightable or patented material.
- e) If authorship cannot be determined, the percent share of royalties intended for the author shall be distributed to CCE.
- f) Whether a manuscript is purchased outright or under the terms of a royalty agreement, the author shall not produce a similar publication or supplement for sale through sources other than the CCE without prior authorization.
- g) The CCE shall have the right to determine the extent of distribution and sale of the title.
- h) Any supplements to the initial publication shall become part of the written agreement. The author shall be reimbursed in accordance with the terms prescribed in the original contract or agreement between the author and the CCE. Supplements to the original title shall not be made available for sale or distribution by the author or any other agency other than CCE.

**Approved:    2/02/91**  
**Revised:    1/12/03, 3/8/09, 1/17/10**

## **CCE Policy 109**

## **USDE and CHEA Recognition**

The Council on Chiropractic Education (CCE) shall take all necessary steps to maintain recognition as an accrediting agency by the Secretary of the U.S. Department of Education (USDE) and by the Commission for Higher Education Accreditation (CHEA).

**Approved: 2/2/91**

**Revised: N/A**

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## **CCE Policy 111**

## **Notification of CCE Accrediting Decisions**

1. No later than thirty (30) days after a decision is made, the Council on Chiropractic Education (CCE) will provide written notice to the U.S. Department of Education, all state licensing boards, appropriate accrediting agencies and the public regarding the following accreditation decisions:

Award of initial accreditation or reaffirmation of accreditation of an institution/program (DCP).

2. No later than thirty (30) days after a decision is made, the Council on Chiropractic Education (CCE) will provide written notice to the U.S. Department of Education, all state licensing boards and the appropriate accrediting agencies at the same time it notifies the institution or program regarding the following accreditation decisions:

Final denial, withdrawal, suspension, revocation or termination of accreditation or reaffirmation of accreditation.

Final decision to place an institution or program on probation (or an equivalent status).

3. The Council/CCE will provide written notice to the public of the decisions listed in paragraph 2 of this policy within 24 hours of its notice to the institution or program (DCP).
4. No later than sixty (60) days after a final decision, the Council/CCE will make available to the U.S. Department of Education, all state licensing boards, and the public upon request, a brief summary of the reasons for the Council/CCE decisions listed in paragraph 2 of this policy, and the comments, if any, that the affected DCP may wish to make with regard to that decision or evidence that the affected institution has been offered the opportunity to provide official comment.
5. The Council/CCE will also provide written notice to the U.S. Department of Education, all state licensing boards, the appropriate accrediting agencies and the public, upon request, when an institution or program decide to voluntarily withdrawal its accreditation status (within 30 day of receiving notification from the institution/program) or voluntarily let's its accreditation lapse (within 30 days of the date of which accreditation lapses).

**Approved: 1/24/98**

**Revised: 5/7/01, 1/12/03, 5/16/06, 1/20/07, 3/8/09, 1/13/12**

### **CCE Policy 142      Council Meeting Seating**

Only The Council on Chiropractic Education (CCE) Councilors, legal counsel, Ex-Officio members and CCE Administrative Office staff shall be seated at the meeting table.

Temporary seat(s) shall be made available for invited guest speakers to make presentations as needed.

**Approved: 6/24/91**  
**Revised: 1/12/03, 3/8/09, 1/17/10**

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### **CCE Policy 145      Non-Discrimination and Equal Opportunity**

The Council on Chiropractic Education (CCE) and its Council shall conduct all relevant affairs regarding membership, service, hiring, appointment, promotion, assignment or other conditions in accordance with nondiscriminatory and equal opportunity practices.

**Approved: 2/2/91**  
**Revised: 1/12/03, 3/8/09, 1/17/10**

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### **CCE Policy 151      Service to the Public and Public Disclosure**

To provide service to the public and adhere to public disclosure requirements, The Council on Chiropractic Education (CCE) shall maintain an official website or make available upon request the following:

1. List of current CCE Councilors, Administrative Office Staff, Member Representatives, Committees and Academy of Site Team Visitors.
2. Final Council accrediting actions (in accordance with CCE Policy 111).
3. A current list that identifies those DCPs having accredited status, and noting any solitary purpose chiropractic institutions also accredited. This list shall identify the current accreditation status of all such DCPs, and shall identify the anticipated date for the next regularly scheduled accreditation review.
4. The Commission for Higher Education Accreditation (CHEA) and the U.S. Department of Education announcements and other publications providing information about CCE and the Council, and their activities and programs.
5. Upon request, the academic and professional qualifications and relevant employment and organizational affiliations of the members of the CCE Council and Administrative Office Staff.
6. Current CCE Publications, to include, CCE *Standards, Bylaws, Manual of Policies* and Council Manual, Self-Study & Report Guide and Site Visit Team Manual.

**Approved: 2/2/91**                      **Revised: 1/13/02, 5/16/06, 3/8/09, 1/17/10**

## **CCE Policy 157      Use of Consultants**

1. The Council on Chiropractic Education (CCE) Council or its Executive Committee and the CCE President may engage the services of consultants from time to time to facilitate CCE activities, functions and processes, and to make such studies as deemed necessary.
2. The Council shall, when requested by DCPs, suggest possible consultants. Such suggestions may include past members of the Council, institutional staff familiar with the Standards or evaluators experienced in particular areas. Conflicts of interest are to be avoided. (Reference: CCE Policy 18, Conflict of Interest).

The DCP shall contract with the consultant on a private and exclusive basis with the clear understanding that no advice offered by the consultant implies a commitment by the Council or the CCE. Any report generated is rendered to the DCP only. The report shall not be submitted to any CCE or Council representative either at the time of the consultation or at the time of evaluation unless released by the DCP Chief Administrative Officer or Council Chair.

However, if the Council requires the use of a consultant in its evaluation of a DCP, a copy of any consultant report generated will be provided to the Council.

**Approved:      2/2/91**

**Revised:      1/13/02, 1/22/06, 3/8/09, 1/17/10**