Commission on Dental Accreditation Policy on Third Party Comments

Two years prior to a CODA site visit, the Commission on Dental Accreditation publishes a schedule of upcoming site visits for all dental education programs due for self-study and site visit; site visits occur every seven years. Dental hygiene program site visit schedules are posted on the CODA main page http://www.ada.org/117.aspx#upcoming. The site visit document can be found under Upcoming Site Visits and are posted by year.

The United States Department of Education (USDE) requires accrediting agencies to provide an opportunity for third-party comment either in writing or at a public hearing with respect to institutions or programs scheduled for review. Submission methods are determined and specified by the accrediting agency, in this case, CODA. All comments must relate to program qualifications for accreditation and include accreditation standards for the discipline as well as the required accreditation policies. In order to comply with USDE requirements on the use of third-party comments the following procedures have been developed.

WHO CAN SUBMIT COMMENTS: Third-party comments may be submitted by interested parties such as faculty, students, program administrators, commission consultants, dental and specialty related organizations, patients and/or consumers.

HOW COMMENTS MAY BE SOLICITED: CODA requests written comments from interested parties for programs under review. Requests for third-party comments are posted on the CODA web site during the spring and fall semesters; CODA specifies that all comments are restricted to programs being visited and must be submitted no later than 60 days prior to the program site visit. Therefore, programs undergoing a site visit in January through June will be listed on the CODA fall posting of programs scheduled for an upcoming site visit in the year prior to the visit; whereas programs scheduled from July through December will be listed on the spring posting of the current year. At the time of the site visit, the site visit team reviews the program for ongoing compliance with CODA standards and addresses unresolved compliance concerns.

Programs scheduled for accreditation review are responsible for soliciting third-party comments from students and patients by publishing an announcement at least 90 days prior to the site visit. The notice should indicate a required deadline of 60 days for receipt of third-party comments by the commission, and should also stipulate that comments must pertain only to standards or policies and procedures used in the accreditation process for a particular program. The program announcement may include language to indicate that a copy of the appropriate accreditation standards and/or commission policy on third-party comments may be obtained by contacting CODA at 211 East Chicago Avenue, Chicago, IL 60611, or by calling 1-800-621-8099, extension 4653. CODA standards can be found through the link provided on the NTCC Dental Hygiene Program Accreditation web page.

TYPES OF COMMENTS CONSIDERED: All third-party comments must pertain only to the accreditation standards or policies and procedures pertinent to the program being reviewed. Comments will be screened by commission staff for relevancy. Individuals submitting irrelevant comments will be notified that their comment is not related to accreditation and, when appropriate, will be referred to an alternative agency. Interested parties who wish to comment are encouraged to contact the commission office.

MANAGEMENT OF COMMENTS: All relevant comments will be referred to the appropriate program at least 50 days prior to the site visit for review and response. Written responses by the program should be directed to the commission office and site visit team 15 days prior to the site visit. Site visit schedules may require adjustment to permit adequate discussion of third-party comments with appropriate program personnel. Negative comments received after the sixty (60) day deadline for submission will be handled as a complaint.
INSTITUTION: Northeast Texas Community College
PROGRAM(S) TO BE REVIEWED: Dental Hygiene
60-DAY DEADLINE FOR RECEIPT OF COMMENTS IN THE COMMISSION OFFICE: October 3, 2013
Commission on Dental Accreditation, 211 E. Chicago Avenue, Chicago, IL 60611

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