

# **Policies and Procedures Related to the Evaluation of Allied Dental Education Programs**

## **3<sup>rd</sup> Party Comments Notification**

The Commission on Dental Accreditation has established a seven-year site visit cycle for accreditation review.

The purpose of the site evaluation is to obtain in-depth information concerning all administrative and educational aspects of the program. The site visit verifies and supplements the information contained in the comprehensive self-study document completed by the institution prior to the site evaluation.

**The North Dakota State College of Science Dental Assisting and Dental Hygiene Programs will be scheduled for an on-site evaluation on April 25, 26 and 27, 2017. If an individual wishes to make a comment prior to the review, a comment may be made to the Commission by February 24, 2017. Comments must be signed and must pertain to the accreditation standards or policies. For further information, see items listed below.**

### **Policy on Third Party Comments**

The United States Department of Education (USDE) procedures now also require accrediting agencies to provide an opportunity for third-party comment, either in writing or at a public hearing (at the accrediting agencies' discretion) with respect to institutions or programs scheduled for review. All comments must relate to accreditation standards for the discipline and required accreditation policies. In order to comply with the department's requirement on the use of third-party comment regarding program's qualifications for accreditation or pre-accreditation, the following procedures have been developed.

**WHO CAN SUBMIT COMMENTS:** Third-party comments relative to the Commission's accredited programs may include comments submitted by interested parties such as faculty, students, program administrators, Commission consultants, specialty and dental-related organizations, patients, and/or consumers.

**HOW COMMENTS CAN BE SOLICITED:** The Commission will request written comments from interested parties in the spring and fall Accreditation Announcements on [ada.org](http://ada.org).

A copy of the appropriate accreditation standards and/or the Commission's policy on third-party comments may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611, or by calling 1/800-621-8099, extension 4653.

**TYPES OF COMMENTS CONSIDERED:** All comments submitted must pertain only to the standards relative to the particular program being reviewed or policies and procedures used in the accreditation process. Comments will be screened by Commission staff for relevancy. Only signed comments will be considered. For comments not relevant to these issues, the individual will be notified that the comment is not related to accreditation and, where appropriate, referred to the appropriate agency. For those individuals who are interested in submitting comments, requests can be made to the Commission office for receiving standards and/or the Commission's *Evaluation Policies and Procedures* (EPP).

**MANAGEMENT OF COMMENTS:** All relevant comments will have signatures removed and will then be referred to the program at least 50 days prior to the site visit for review and response. A written response from the program should be provided to the Commission office and the site visit team 15 days prior to the site visit. Adjustments may be necessary in the site visit schedule to allow discussion of comments with proper personnel. Comments received after the established deadline of 60 days prior to the site visit will be handled as a complaint.