

<b>TCOM Accreditation Operating Procedures</b>	<b>Approved: July 2017</b>
<b>COCA Element 3.1 Financial Resources*</b>	<b>Effective: July 2017</b> <b>Revised: February 2024</b>

**Element 3.1:**

A COM and any branch campus must ensure that the financial resources of the school are adequate to sustain a sound program of osteopathic medical education and to accomplish the programmatic and institutional goals. Because of the potential financial consequences, if any COM or its parent institution experiences a change in status regarding its participation in the Title IV programs following its initial establishment of participation, it must notify the COCA.

**Procedure Statement:** TCOM shall secure the financial resources and reserves to achieve and sustain its educational mission and objectives. Reserves shall be sufficient to meet any regulatory requirements including those appearing in Title IV of the Higher Education Act.

<b>Procedure</b>		<b>Responsible Party</b>
1.	TCOM shall receive a statement of available funds for operations to be used as a basis for the development of its annual budget.	HSC Budget Office
2.	TCOM shall prepare an annual operating budget so constructed as to meet its obligations to provide the Doctor of Osteopathic Medicine (D.O.) degree for its enrollees in addition to all aspects of its mission and strategic initiatives.	TCOM Dean TCOM Associate and Assistant Deans TCOM Department Chairs
3.	TCOM shall reconcile its budget with internal departments of HSC to assure the proper application of all funds.	TCOM Dean HSC Leadership
4.	The Dean of TCOM shall provide its annual operating budget to the Chief Financial Officer (CFO) and the Provost for approval.	TCOM Dean HSC Provost HSC Chief Financial Officer
5.	HSC shall be responsible for the collection of all revenues allocated to the institution and the proportional distribution to TCOM. Such revenue sources shall include but not be limited to formula funding received from the State of Texas, tuition revenues, clinical practice revenues, grants, awards, bequests, and earnings on investments.	HSC CFO
6.	HSC shall assure that sufficient financial reserves are maintained to satisfy all standards for accreditation and regulatory statutes as may be required.	HSC CFO HSC Budget Office
7.	HSC Financial Aid Office shall make available to TCOM the most recent letter authorizing the COM to participate in the Title IV HEA Program.	HSC Financial Aid Office
8.	The Dean shall notify COCA if HSC experiences a change in status regarding its participation in the Title IV programs.	TCOM Dean