



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

COLLEGE OF ALLIED HEALTH SCIENCES
2787 WINFIELD SCOTT ROAD, BLDG 2398
JBSA FT. SAM HOUSTON, TEXAS 78234



College of Allied Health Sciences
Office of the Dean
CAHS-DPM-007-2022

May 25, 2022

MEMORANDUM FOR FACULTY, STAFF, AND COLLEGE OF ALLIED HEALTH SCIENCES STUDENTS

SUBJECT: **Objective-based Competence Assessment (OCA) Policy**

A. Reissuance and Purpose: This College of Allied Health Sciences (CAHS) Dean's Policy Memorandum (DPM) reissues 007-2018, "Objective-based Competence Assessment Policy" (*Reference (a)*) and will establish the USU CAHS policy concerning Objective-based Competence Assessment (OCA).

B. References: *See Enclosure 1.*

C. Applicability: This instruction applies to students enrolled in CAHS Programs and provides guidance to faculty and staff.

D. Policy: The CAHS will consider award of credit based upon the concept that learning may occur at different rates. For this reason, the CAHS recognizes a systematic OCA andragogy through which students may demonstrate their proficiency with approved course outcomes at a pace that matches their individual learning rate as determined by faculty. The following regulations/policies and procedures apply toward the awarding of credits based upon OCA:

1. OCA is defined as the evaluation and validation of the student's competency against a standard of performance or objectives and learning outcomes within an approved course.

2. Any CAHS course may be appraised by CAHS faculty using OCA andragogy provided all objectives and learning outcomes in the approved course syllabus are reviewed, assessed, and re-evaluated to the satisfaction of the assigned faculty.

3. The only limit on the number of credits that may be earned via OCA is the availability of faculty willing to accept the student. The number of students a faculty member may supervise in an OCA course should be restricted to no more than two students at any given time.

4. A single faculty member is responsible for conducting each OCA course.

a. The maximum duration of the OCA course will conform to the CAHS Curriculum Committee guidelines. The grade of "I" (Incomplete) will be issued only upon advanced request of the student. Two weeks is the maximum allowable period for conversion of a grade of "I" to a letter grade. A grade cannot be changed after the final grade is posted.

5. All OCA courses must be approved using Enclosures 2 and 3. *Follow the procedures included in Enclosure 2.*

6. The OCA courses carry resident credit and will be graded in accordance with the course syllabus.

7. The OCA course may not be repeated for credit unless specifically identified as otherwise in the approved course syllabus.

E. Effective Date:

PELAYO.LULA.WES⁹²⁹ Digitally signed by
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TRUP.1282928929 Date: 2022.05.16 11:15:03 -05'00'

5/16/2022

(Signature)

(Date)

Lula Westrup Pelayo, Ph.D., RN, FAAN
Dean, College of Allied Health Sciences
Uniformed Services University of the Health Sciences

Enclosures:

1. References
2. Request for Objective-based Competence Assessment (OCA) course
3. Instructions for the Objective-based Competence Assessment (OCA) course
4. Objective-based Competence Assessment (OCA) Course Competence Documentation form

REFERENCES

- (a) 007-2018, “Objective-based Competence Assessment Policy,” dated April 20, 2018 (hereby cancelled)
- (b) 34 CFR 602.24 – Additional Procedures Certain Institutional Accreditors Must Have
- (c) MSCHE Standard VIII – Student Admissions
- (d) MSCHE Standard XI – Educational Offerings
- (e) MSCHE Standard XIII – Related Educational Activities

**UNIFORMED SERVICES UNIVERCITY –COLLEGE OF ALLIED HEALTH
SCIENCES REQUEST FOR OBJECTIVE-BASE COMPETENCE ASSESSMENT (OCA)
COURSE**

The directions for requesting, registering for, completing, and recording an OCA course are included in this request form.

OCA Policy:

All OCA courses will utilize this OCA request form and the Competence Documentation form.

Registration for an OCA course must be completed *after* the OCA request and Competence Documentation forms have been initiated by the instructor and approved by the Associate Dean, and *before* the OCA course begins.

The grade of “I” (Incomplete) will be issued only upon advanced request of the student. Two weeks is the maximum period for conversion of an “I” to a letter grade. A grade cannot be changed after the final grade is posted.

I have read, been advised of, and understand the CAHS OCA policy.

Student signature and date _____ Advisor signature and date _____

Student Information:

Name:		ID:
Address:	City:	State & Zip:
Email:		Phone 1:
Degree:	Major:	Phone 2:

Request Information:

Course Prefix & Number	Course Title	Credit
e.g. ETAL 1101	Instructional Methodology	1

Dates of OCA: _____ Faculty: _____
 (Name, signature & date) _____

Associate Dean: Approved Disapproved _____
 (Name, signature & date)

USU Office of the University Registrar:

The identified student has been registered for the identified OCA course.

(Signature & date)

**INSTRUCTIONS FOR THE OBJECTIVE-BASED COMPETENCE ASSESSMENT
(OCA) COURSE**

1. The student will discuss the OCA policy with an advisor. The advisor will ensure the course supports the approved degree plan.

The student and the advisor must sign and date the OCA request form.

2. The student will provide all indicated student and request information. The student will identify a supervising faculty member. The faculty must be an approved instructor for the OCA content area. The student will discuss and agree to the specifics of the OCA with the faculty. The faculty will allow the maximum amount of time to complete the OCA as allowed by CAHS Curriculum Committee practices.

The supervising faculty must sign the OCA request form and forward to the CAHS Associate Dean for review. The Associate Dean must approve or disapprove the OCA request and Competence Documentation forms, and sign the OCA request form. If approved, the Associate Dean will submit to the USU Office of the University Registrar for processing.

3. The USU **Office of the University** Registrar will create the course in the appropriate term and register the student in the course and notify instructor that the student is registered.

The USU Office of the University Registrar must sign the OCA request form and include as part of the student's permanent record.

OBJECTIVE-BASED COMPETENCE ASSESSMENT (OCA) COURSE COMPETENCE DOCUMENTATION FORM

1. OCA Start date: _____ OCA maximum allowable End date: _____

2. Estimated number of hours per week of work expected of the student: _____

3. Outcome Objectives and Assessments. By the end of this OCA the student will be able to (from approved syllabus):

Objectives	Assessments
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

4. Work plan:

Meeting	Meeting date, time & location	Assignment(s)	Deliverable(s)/Assessment(s)
1			
2			
3			

4			
5			

5. The Final Grade will be determined as follows:
