

**BURRELL COLLEGE  
OF OSTEOPATHIC  
MEDICINE POLICY  
MANUAL**

SECTION: General – Student Administration

BCOM Policy 3101A

TOPIC: Admissions - Foundations in Biomedical Science (FBMS) Program

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**Purpose:**

This document encompasses the procedural steps an applicant would follow in order to gain admittance into the Foundations in Biomedical Science Program (FBMS). In addition, it outlines the procedural steps an FMBS student will take to apply for admission to the Burrell College of Osteopathic Medicine (D.O.) Program while simultaneously completing the FMBS Program.

**Scope:**

The Foundations in Biomedical Science Program at Burrell College of Osteopathic Medicine (BCOM) aims to assist potential medical school candidates in enhancing and assessing their credentials and application to medical schools. The FBMS Program also serves to allow students interested in pursuing a career in the health professions the opportunity to become better prepared to begin professional programs.

Performance in the FBMS Program allows BCOM to identify and assess a student's suitability as a medical school applicant generally, and specifically as an applicant for admission to the Doctor of Osteopathic Medicine Program at Burrell College of Osteopathic Medicine.

**1. Admissions to the Foundations in Biomedical Science Program**

- 1.1 Applicants must meet all documentation requirements which include:
- Application fee
  - Completed application form
  - Official transcripts from all institutions attended
  - Two letters of recommendation from science professors
  - One letter from another professor
  - Character reference from a non-academic referee
  - Official MCAT or GRE test scores (DAT, PCAT or OAT may be substituted) upon approval
  - Graduates of non-English speaking colleges or universities must also submit a TOEFL score or IELTS
  - A resume or curriculum vitae
- 1.2 There are no set minimum Grade Point Average (GPA), Medical College Admission Test (MCAT), or Graduate Record Exam (GRE) scores to be considered for a seat in the FBMS Program.
- 1.3 Applicants to the FBMS Program must have completed all pre-requisite courses with at least a C- as required by all candidates to the BCOM D.O. Program prior to being admitted to the FBMS Program.

- 1.4 Applications will be scored within a rubric designed by a FBMS Committee of no less than three members of the outgoing FBMS Admissions Committee, together with the Associate Dean of Graduate Education.
- 1.5 Collection of all FBMS documentation will be compiled in through AMP by the BCOM Office of Admissions. The Office of Admissions will also arrange all phone interviews, decision notifications and issuance of all admissions paperwork.

## **2. Foundations in Biomedical Science Admissions Committee**

The FBMS Committee shall be composed of five (5) faculty members of any rank. Academic support staff from the Office of Medical Education may also be appointed to the FBMS Admissions Committee in place of a faculty member. Membership in the FBMS Committee is stand-alone and cannot be shared concurrently with membership in the Osteopathic Medical Student Admissions Committee. The committee membership will include:

- The Associate Dean of Graduate Education (Chair, ex-officio, non-voting member);
- A Vice-Chair, elected by committee members (when possible, the Vice-Chair will need to be from a different department than the Chair);
- Five (5) members from the faculty of any rank or academic support staff from the Office of Medical Education; and
- The Assistant Director of Admissions (ex-officio, non-voting member).

Additionally, the Committee should represent the multiple dimensions of diversity that support the missions and goal of the Institution. Membership should include representation of both basic scientist and clinical faculty, medical education specialists and representation of groups underrepresented in medicine.

The medical school Dean/ CAO will work to appoint members to the Committee from nominations from the Associate Dean for Admissions, the Director of Admissions, the Associate Dean for Academic Affairs, Associate Dean of Graduate Education, Faculty Senate and other Faculty groups to form the FBMS Committee.

Committee members are appointed for two-year terms. Term years run from October 1 – August 1. Whenever possible the terms of the Committee members shall be staggered such that no more than two members' terms expire each year. Should a committee member become unable to complete their full term, a new member will be appointed to the Committee by the Dean/CAO from nominations to fill the remainder of the term from the Faculty and academic support staff.

Prior to commencement of each interview cycle, all committee members receive orientation materials from the Associate Dean of Graduate Education. Committee members will attend an interviewer training session conducted by the Associate Dean of Graduate Education and Office of Admissions.

## **3. FBMS student applications to Doctor of Osteopathy Program at Burrell College of Osteopathic Medicine**

- 3.1 FBMS students may not apply to the BCOM D.O. Program prior to their first semester at BCOM being complete and must have posted fall grades. If a student does apply earlier than stated, a hold status will be placed on the student application.

3.2 Applicants must meet all minimum requirements set forth by the BCOM D.O. Admissions Committee which are as follows:

- Performance guideline of 70% or greater in identical assessment items shared by FBMS and D.O. students within examinations for that year as defined by the program academic calendar obtained directly from educational specialists (consideration will be given to students with less than a 70%, but must display a strong upward trend as semester progresses);
- MCAT score must meet minimum requirement or greater for the D.O. Program at time of application. MCAT is required to be taken within 3 years of matriculation to the D.O. Program;
- Favorable professionalism evaluation from the Associate Dean of Graduate Education and the student's assigned FBMS academic advisor; and
- All required documentation, such as: letters of recommendation, complete AACOMAS/BEAR application, and completed supplemental application.

3.3 FBMS students will be considered for admission to the D.O. Program, and are assessed and offered admission based on their individual merits. No set or predetermined number of seats are allocated to the FBMS Program in any given application cycle.

3.4 If chosen for an interview, applicants will interview no earlier than January of the current cycle and no later than last possible interview day of the same cycle.

#### **4. Interviews for Doctor of Osteopathy Program at Burrell College of Osteopathic Medicine**

4.1 Interviews will only be conducted for FBMS students who have a complete application as determined by the Office of Admissions and who have earned an overall grade of 70% or greater in Fall semester courses as recorded in Canvas. If invited, students will sign up and attend an interview session as any other incoming BCOM applicant.

#### **5. Final Decisions for Doctor of Osteopathy Program at Burrell College of Osteopathic Medicine**

5.1 Final decisions will be given to FBMS students in the same fashion and on the same timeline as all other D.O. Program applicants to the Burrell College of Osteopathic Medicine.

5.2 All decisions are final and will not be reconsidered, unless proper steps are initiated by the student in filing an appeal form. Please see D.O. Admissions Appeal Policy.

5.3 If selected for seat and the class has been filled, students will follow the same process as all other deferred applicants.

5.4 If not selected for a seat in the Doctor of Osteopathy Program while still in the FBMS program, re-applicants will be viewed as any other incoming BCOM applicant and will be subject to minimum criteria set forth by BCOM.

5.5 FBMS students who do not apply to the Doctor of Osteopathic Medicine Program during their FBMS year will be considered by the Admissions Committee for the following year using guidelines adopted for FBMS applicants during that specific application cycle. FBMS students who apply more than 1 year following the completion of the FBMS program will be reviewed using the same criteria as external candidates.

## **6. Guaranteed Admission**

BCOM guarantees admission to students within the FBMS Program who meet all the following criteria:

- The AACOMAS / BEAR application is completed and submitted by the last day in March by 5 PM, MST during the year of FBMS matriculation;
- Overall academic average of 87% (calculated by using final overall averages recorded in Canvas) for the entire FBMS year, with no grade in any individual course falling below an 80%;
- MCAT score of 500 or greater;
- No individual section of the MCAT lower than 124 by the final day of instruction in the FBMS Program for that academic year as defined by the program academic calendar; and
- Favorable professionalism evaluation from the Associate Dean of Graduate Education and the student's assigned FBMS academic advisor.