

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: General – Student Administration

BCOM Policy 3101

TOPIC: Admissions

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1. Osteopathic Medical Student Admissions Committee

1.1. Osteopathic Medical Student Admissions Committee Composition

The Admissions Committee shall be composed of no less than 6 and no more than 10 members.

The Committee membership will include:

- A Chair, appointed by the Dean of the College (tie break vote).
- A Vice-Chair, elected by the committee members (when possible, the Vice-chair will need to be from a different department than the Chair).
- At least 5 Members selected from the Faculty including Junior and Clinical Faculty.
- The Associate Dean for Admissions (*ex-officio*, non-voting member).
- The Director of Admissions (*ex-officio*, non-voting member).
- The Assistant Director of Admissions (*ex-officio*, non-voting member).
- College representative for multiculturalism (*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, representation of both men and women, representation of groups underrepresented in medicine.

Medical School Dean 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, Faculty Senate and other Faculty groups to form the Admissions Committee.

Committee members are appointed for three year terms. Term years run from July 1st – June 30th. 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.

Before the commencement of the each interview cycle, all Committee members receive orientation materials from the Office of Admissions, which includes the Admissions Handbook for Admissions Officers and Admissions Committee Members. Committee members are also asked to attend an interviewer training session.

1.2. Osteopathic Medical Student Admissions Committee Responsibilities

1.2.1. General Responsibilities

The Admissions Committee is responsible for:

- The review of student applications to Burrell College of Osteopathic Medicine.
- Rendering decisions on which applicants are extended an invitation for an interview.
- Ensuring that application and review processes conform to the mission and goals of Burrell College of Osteopathic Medicine.

- Ensuring all Burrell College of Osteopathic Medical School applicants are subject to identical review, interview and decision processes.
- Developing and implementing all admissions policies and procedures that will select students in a fair and equitable manner and that are based on published medical school admissions best practices; one policy component shall include establishing the selection criteria by which each applicant will be evaluated.
- Rendering final admissions decision of applicants to Burrell College of Osteopathic Medicine.
- Reviewing and approving Burrell College of Osteopathic Medicine's Admissions Policies on a yearly basis.
- Reviewing and approving faculty recommendations of interviewees for Burrell College of Osteopathic Medicine's Burrell Medical Scholars (BMS) Scholarship Award.

1.2.2. Osteopathic Medical Student Admissions Committee Responsibilities

The final responsibility for decisions to accept students to the medical school rests entirely with a formally constituted Admissions Committee. The decision of the Admissions Committee will be considered final, unless otherwise appealed per provisions set forth within this policy.

The Dean or designee will send the offer of admission as the institutional representative of Burrell College of Osteopathic Medicine.

1.3 Admissions Committee Meetings

1.3.1. Quorum

No Committee meeting can occur if quorum is not reached. A **quorum** will be constituted by attendance of, at minimum, the Chair (or Vice-Chair) and four regular (non *ex officio*) members. A minimum of 2 alternate faculty members will be identified and replace a regular committee member when necessary.

1.3.2. Meetings

Admissions Committee meetings occur weekly during the interview cycle, and are presided over by the Committee Chair or Vice Chair. Meeting times and dates are determined by the Chair, in consultation with the Committee, and, whenever possible, will be held at regularly scheduled recurring dates and time beginning in June and ending in May. Ad hoc meetings may be scheduled by the Chair and/or the Office of Admissions as needed.

1.4. External Factors in the Admissions Process and Decision

1.4.1. Inquiries

No information will be given out over the telephone. Any request for inquiry or support shall be requested in writing. All inquiries from political figures, legacy or any other constituents (donors, faculty members, division heads, department chairs, deans, current students, etc.) shall immediately be channeled to the Office of Admissions. The individual will be informed that BCOM Institutional Policies and Procedures do not allow anyone to discuss information about any applicant or admissions status with anyone and that the information provided by an applicant is confidential. Regardless of the source of the inquiry, admissions information is confidential and will not be shared.

1.4.2. Influence on Admissions Process and Decisions

The selection of BCOM medical students for admissions shall not be influenced by any external factors (including legacy, political or financial factors, donors, faculty members, division heads, department chairs, deans, current students, etc.). BCOM believes in an admissions policy that affords a fair and equitable process and decision to all applicant regardless of affiliation. Therefore, no influence that are outside the standard process seeking to alter or affect the admissions process or decision will be considered.

1.5. Formal Admissions Appeal Policy and Process

Every applicant who submits an application to BCOM has had their application file considered through an extensive comprehensive review. Given the thoroughness of the review and the medical admissions process, it is extremely unusual for an admission decision to be reversed. Therefore, for an appeal to have merit, it must bring to light new compelling academic and/or personal information as well as detailed and compelling information pertaining to extenuating circumstances that were not addressed in the original application. ***The appeals process is not a re-review of an existing applicant file and appeals will not be accepted from applicants who are not submitting new information.***

Guidelines for Submitting an Appeal:

- The appeal will only be accepted if it is submitted using the ***Formal Admissions Appeal Form***.
- The appeal must first be submitted to the Office of Admissions who will review the reason for the appeal and all supporting documentation.
- The appeal will only be accepted from the applicant, no appeal will be accepted from a parent/guardian, etc.
- The appeal must be submitted to the Office of Admissions in writing prior to 5 PM Mountain Time on the last business day in March.
- The appeal must present NEW and COMPELLING information not included in the original application
- The appeal must include supporting documentation noting the new and compelling information
- Any appeal that does not present new and compelling information along with supporting documentation will not be accepted
- The appeal should include an explanation of why the new information was not submitted in the original application
- The Office of Admissions will notify the applicant of the decision.
- The appeal documentation will be presented to the Admissions Committee for review.
- The Admissions Committee will consider the appeal and the decision will be submitted to the Office of Admissions.
- The first level of appeal must reach resolution before the process can proceed to the next level of appeal.

Second Level of Appeal:

- A second and final level of appeal can be granted in extreme and rare cases
- All instructions and documentations required above in the first level of appeal must be followed and met before the second appeal can be considered, including all explanations and documentation necessary
- The request for a second appeal must be submitted to the Office of Admissions for review to verify that the appeal and documentation meet criteria for an appeal.
- Once all necessary documentation has been provided it will be presented to the Dean who will act as adjudicator for the second and final level of appeal
- If the resulting decision of the second appeal overturns the decisions of the Admissions Committee and the first level of appeal, the appeal must be presented to the President for final consideration.

Basis for an Appeal:

- Grade change - an inaccurate grade was reported on your transcript thus impacting your Grade Point Average (GPA) and class rank, a corrected MCAT score, etc.
- Extenuating life circumstance as determined by the Office of Admissions - failure to report a life changing circumstance which negatively impacted your academics and/or personal achievement.
- No appeals will be considered without documentation.

Acceptable Supporting Documentation:

- Official transcript showing grade change.
- Documented letter from the previous Institution referencing grade change.
- Documented evidence from health care provider referencing medical condition, illness or surgery which shows compelling reason why your academic or person achievement were affected.

Information *Not* Considered:

- Interest in attending BCOM.
- Grades earned after admission decision or admission deadline.
- Test scores received after admission decision or admission deadline.
- Recent personal achievements, medical/non-medical/volunteer experience, awards, honors etc.

Guidelines for initiating an internal review of admissions decision prior to sending notification to applicant:

- The Office of Admissions will submit each list of students approved by the Admissions Committee to the Dean for review prior to signing the formal letter of offer as the institutional representative for the Admissions Committee. The Dean will have three days to review.
- If the Dean wishes to re-review an offer of admissions decision rendered by the Admissions Committee, prior to the acceptance letter being sent, he or she must submit the appeal to the Office of Admissions for presentation to the Admissions Committee detailing the reasons for the request of a re-review by the Dean. If resolution is not reached between the Admissions Committee and the Dean, the final review will be sent by the Office of Admissions to the President for a final decision.