

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: General – Student Administration

BCOM Policy 3101

TOPIC: Admissions

Approval Date: 07/28/15

Revised/Effective:
11/29/16, 7/28/17, 6/14/18

Approved: Signature on File
Dean

Page 1 of 4

Admissions Policy

Burrell College of Osteopathic Medicine (BCOM) seeks to recruit and admit students who are aligned with its mission. To be considered for admission to the Doctor of Osteopathic Medicine at BCOM, an applicant must meet minimum academic and entrance examination requirements. BCOM does not discriminate on the basis of race, color, sex, ethnicity, national origin, age, religion, disabilities, gender, sexual orientation, gender identity, genetic information, marital or veteran status in its application and admission processes.

Admissions Prerequisites** :

A completed baccalaureate degree from an accredited college or university prior to date of matriculation into BCOM.

Overall science grade point average (GPA) of a 3.0 (on a 4.0 scale).

A 493 or higher with no sub-sections lower than the 15th percentile on the Medical College Admission Test (MCAT). Scores older than three years prior to August of the year of matriculation will not be considered.

- Applicants may obtain information about the MCAT through www.aamc.org or by using the following contact information:

Association of American Medical Colleges
Medical College Admission Test
2450 N St., NW
Washington, DC 20037
Phone: 202-828-0690
Email: mcats@aamc.org

Pass all of the following prerequisite courses with a “C” grade or higher:

- | | |
|---|----------------|
| • Biology courses with labs* | 8 credit hours |
| • General/ Inorganic Chemistry courses with labs* | 8 credit hours |
| • Organic Chemistry courses with labs* | 8 credit hours |
| • Physics courses with labs* | 8 credit hours |
| • Science elective | 3 credit hours |
| • English courses | 6 credit hours |

*Laboratory credits are required with science courses without exception. Recommended courses to meet science elective prerequisite include advanced courses in biological sciences, biochemistry, cell biology genetics, human anatomy, physiology, immunology, microbiology, neurosciences and behavioral sciences. BCOM does not consider alternative educational experiences.

***Under special circumstances, Burrell College of Osteopathic Medicine reserves the right to use discretion to admit students who do not meet these minimum requirements.*

Medical Student Admissions Policy

1. Initial application to the Burrell College of Osteopathic Medicine

Any prospective applicant interested in applying to the Burrell College of Osteopathic Medicine (BCOM) must do so via AACOMAS or through the B.E.A.R. Pathway Program. After application submission, in order to qualify to receive the BCOM Supplemental Application, which is the BCOM specific secondary application, an applicant must meet Admissions prerequisites.

2. Supplemental Application Review

The Office of Admissions will score all complete applications with a returned Supplemental Application, using the BCOM Application Evaluation Form. Once scored, the Office of Admissions will assign the student a status of Interview Invited, Interview Rejection or Hold. Applications are scored parallel to the approved numeric rubric scale:

- MCAT score
- Science GPA
- Non-Science GPA
- Post graduate coursework
- Personal statement
- Medically related experience
- Non-medically related experience
- Volunteer and/or community experience
- Letters of recommendation
- Fit to mission: URM status
- Geographical location
- Supplemental Application

3. Applicant Interview

BCOM uses a rolling admissions process and conducts candidate interviews from August through April of the application cycle year. Interview day activities consist of a half-day schedule that will include a campus tour of both BCOM and NMSU facilities, presentations on curriculum and Financial Aid resources, interaction with current first and second-year students, an interview conducted by BCOM faculty and lunch.

All interview candidates will attend an on-campus interview session at the Burrell College of Osteopathic Medicine Campus (Las Cruces, NM). Exceptions can be made for the following reasons:

- Military appointment
- Religious mission

4. Interview with Faculty

Faculty interviewers will be provided the following elements prior to the interview:

- Complete candidate AACOMAS application
- The supplemental application
- BCOM Interview Scoring Rubric including three standardized questions, developed by the BCOM Admissions Governance Council, which must be asked of every interview candidate

5. Final Decision

At the conclusion of the interview process, all candidate files will be routed to the Medical Student Admissions Selection Committee where a final admission decision will be rendered using the following items:

- Complete application
- Completed BCOM Application Evaluation Form
- Completed BCOM Interview Scoring Rubric
- All interviewer notes

The Medical Student Admissions Selection Committee will send their final decision to the Dean for approval. If the Dean does not approve of the decision rendered by the Medical Student Admissions Selection Committee, he will present the selections committed with his recommendation and rationale.

6. Admissions Appeal

Every qualified applicant who submits an application to BCOM has had his/her application file considered through an extensive comprehensive evaluation. Given the thoroughness of the evaluation and the medical admissions process, it is extremely rare for a final admission decision to be reversed once rendered. Therefore, for an appeal to have merit, it must bring to light new, compelling academic and/or personal information; as well as, detailed 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. Updated academic statistics or updated MCAT score are not reason for a final decision appeal.***

7. Guidelines for an appeal:

- Must be submitted to the Director of Admissions, who will review the reason for the appeal and all supporting documentation. If the appeal is unfounded, the Director of Admissions will inform the applicant in writing of such.
- Information will only be accepted directly from the applicant. Information and communication about the applicant will not be accepted from a parent/guardian, mentor, family acquaintance, etc.
- Must be submitted, in writing, before the last business day in March of a cycle year.
- Must present NEW and COMPELLING information not included in the original application
- The appeal documentation will be presented to the Medical Student Admissions Selection Committee for review.
- The Medical Student Admissions Selection Committee will consider the appeal, and a decision will be submitted back to the Director of Admissions.

8. Waitlist

BCOM candidates not offered an immediate acceptance may be placed on the waitlist. Waitlist procedure will be executed as such:

- Each candidate will be placed in numerical order on the waitlist based on a weighted score. Each individual candidate will receive a weighted score that is calculated by 80% weight received from the candidate's BCOM Application Evaluation Form and 20% weight received from the BCOM Interview Assessment Form score.
- Candidates will be selected from the waitlist based off the needs of BCOM as seats become available.

9. Request for Deferral

A deferral will only be considered for seat-accepted candidates able to demonstrate extenuating or unexpected personal circumstances. Requests for deferral will be considered on a case-by-case basis and must be received in writing no less than 60 days prior to the beginning of orientation. The procedure to request a deferral be considered is as follows:

- Write a letter to the Office of Admissions explaining the reason(s) for the deferral request.
- If approved, sign and return the Affidavit for Deferred Acceptance.
- All requirements for admission, including the deposit and completion of all required documentation, must be met.
- All statements on the application and all other personal statements provided as part of the initial application process must remain true and valid.
- The candidate must meet all the requirements indicated on the original cycle Admissions and Acceptance Agreement.

Deferment requests cannot be made to delay a decision in the given acceptance timeframe or to wait for an admission offer from another medical school. A candidate may only request a maximum 1-year deferment. If the candidate does not matriculate the immediate following cycle year, the admission offer will be rescinded. Candidates who did not matriculate during the allotted deferment period must reapply and follow the same admissions process as all other candidates for that cycle year. Applying to another medical school during the deferment period will result in withdrawal of the initial offer of admission, loss of the position at BCOM and forfeit of the full deposit.