

OFFICE OF ADMISSIONS

Minimal Technical Standards

An osteopathic physician must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to perform the activities described below, candidates for the D.O. degree must be able to quickly, accurately, and consistently learn, integrate, analyze, and synthesize data. To facilitate the attainment of optimum care and safety, students at the Burrell College of Osteopathic Medicine must:

- Behave in a manner exhibiting high moral and behavioral standards reflecting the position and status of an osteopathic physician.
- Demonstrate respect for individuals and groups with consideration to the diversity of age, gender, nationality, race, religion, or disability.
- Students of osteopathic medicine must meet minimal technical and ability standards. The practice of medicine in general and osteopathic medicine in particular, requires the ability to learn, process, and utilize a great deal of knowledge and experience. Students must have the ability to see, hear, and touch by themselves to optimally assess the physical, mental, and emotional status of patients. Where a deficiency occurs, it must be compensated with the aid of prosthetics to the extent that the student's functioning is equal to that of a non-impaired student. Reasonable adaptations are those that will enable the osteopathic student to function independently and when necessary in a team-like fashion with other health professionals in an unimpaired manner.

The College expects its applicants and students to meet certain minimum technical standards as outlined below. Every applicant and student of the College is expected to possess the intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty. The holder of a doctor of osteopathic medicine (D.O.) degree must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. The College has adopted these standards with due consideration for the safety and well-being of the patients for whom its graduates will eventually care. The specific technical standards recommended by the Burrell College of Osteopathic Medicine are set forth below.

Observation & Visual Integration

Applicants and students must have sufficient visual capabilities to observe demonstrations, experiments, and laboratory exercises in the basic and clinical sciences, as well as proper evaluation and treatment integration in order to assess asymmetry, range of motion, and tissue color and texture changes. They must be able to observe a patient accurately at varying distances with the ability to determine size and depth of an object in low light at 0.3cm, and with the ability to discern non-verbal communication.

Communication

Applicants and students should be able to speak, hear and observe patients in order to elicit information, examine patients, and describe changes in mood, activity, and posture, as well as perceive nonverbal communication. They must be able to communicate effectively and sensitively with patients in English. Communication includes not only speech but also reading and writing. Applicants and students must be able to communicate effectively and efficiently in oral and written form with all members of the health care team in English.

Motor Function

Applicants and students should have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of movements

reasonably required of physicians include, but are not limited to, cardiopulmonary resuscitation (CPR), administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, the performance of obstetrical maneuvers and osteopathic manipulative medicine (OMM). Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

Sensory Skills

Applicants and students of osteopathic medicine must possess an enhanced ability to use their sensory skills. Individuals with disabilities who have significant tactile sensory or proprioceptive disabilities may require a thorough evaluation to determine if they are otherwise qualified, with or without reasonable accommodation. Such individuals may include those with significant previous burns, sensory motor deficits, cicatrix formation and malformations of the upper extremities.

Strength and Mobility

Medical treatments, such as osteopathic manipulative medicine and cardio-pulmonary resuscitation and Advanced Cardiac Life Support, often require upright posture with sufficient upper & lower extremity and overall body strength and mobility. Individuals with disabilities who have significant limitations in these areas may require evaluation to determine if they are otherwise qualified, with or without reasonable accommodation.

Intellectual, Conceptual, Integrative and Quantitative Abilities

Applicants and students must be able to concentrate, analyze and interpret data, and make decisions within areas in which there is a reasonable amount of visual and auditory distraction. They must perform these functions under a time limitation and do so under a reasonable amount of stress, as physicians are expected to be able to perform such duties in diverse clinical settings where others may be present and where there is a certain degree of noise. Applicants and students must be able to accurately write prescriptions, accurately perform basic mathematical functions, and accurately and quickly read charts with minimal error in areas where there may be distractions. They also must demonstrate ability to comprehend three-dimensional relationships, and to understand spatial relationships of structures.

Behavioral and Social Attributes

Applicants and students must possess the emotional health required for full utilization of their intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients and the development of mature, sensitive and effective professional relationships with patients. Applicants and students must be able to tolerate physically taxing workloads and adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational processes.

Participation in Osteopathic Manipulative Medicine Skills Sessions and Clinical Care Encounters

Active participation in OMM Skills Sessions and Clinical Care Encounters is an admission, matriculation and graduation requirement. During OMM skills sessions and clinical care encounters, it is imperative to the educational process that the body region being examined and/or treated will need to be exposed for observation, palpation and treatment. The examination and treatment must be conducted in a respectful and professional manner. While at times, we will be using simulated patients, much of the time students will be expected to practice on each other.

The development of palpatory skills used for diagnosis and treatment is significant and required in osteopathic medical schools. Stedman's Medical Dictionary defines "palpation" as examination with the hands and fingers, touching, feeling or perceiving by the sense of touch. Palpation in the osteopathic educational context is the use of touch to examine the body. Palpatory skills are used in all areas of osteopathic medical practice and are especially important in the evaluation and treatment of the musculoskeletal system.

The development of palpatory skills and the ability to perform osteopathic treatments are initiated in the first- and second-year sessions. This learning requires active participation in all skills sessions where students palpate and will experience palpation by their peers and instructors of both genders to enhance the development of their own palpatory skills. Each student will palpate a variety of people with different body types to simulate the diversity of patients expected in a practice setting. Good hygiene is important. This includes frequent bathing and hair washing and trimming fingernails so as not to impair palpation or cause discomfort to the person being palpated.

The osteopathic medical profession uses a variety of treatment models through which the student will learn the art, science and skills of osteopathic manipulative treatment. Psychomotor skills are developed by repetition and reinforcement. Reading and observation, including watching videos, while helpful in understanding the didactic concepts, do not develop the skills required to perform palpatory diagnosis and manipulative treatment. Each student is required to actively participate in all skill development sessions.

Admissions Prerequisites

All applicants must submit their application through AACOMAS (American Association of Colleges of Osteopathic Medicine Application Service) where prior credit related to admissions requirements, inclusive of transcripts, are evaluated. The Burrell College of Osteopathic Medicine offers no advance standing to students admitted to its Doctor of Osteopathic Medicine program. All prior credit evaluation records shall be maintained by the Office of Admissions for compliance purposes. AACOMAS is available to all accredited osteopathic medical schools through the American Association of Colleges of Osteopathic Medicine (AACOM). Applicants create and file one electronic application, which will be verified, and subsequently distributed to all osteopathic colleges the applicant has designated. For additional information, students can visit <https://www.aacom.org> or call (301) 968-4100.

Throughout the Admissions process, applicants will be screened for the following minimum requirements:

- Cumulative science grade point average (GPA) of 3.0 (on a 4.0 scale).
 - A 493 or higher with no subsections lower than the 15th percentile on the Medical College Admission Test (MCAT). Scores older than three years prior to July of the year of matriculation will not be considered. Applicants may obtain information about the MCAT through: www.aamc.org or Association of American Medical Colleges:

Medical College Admission Test
2450 N St., NW
Washington, DC 20037
(202) 828-0690
Email: mcats@aamc.org

- Completion of a baccalaureate degree, or equivalent, from a college or university accredited by an agency recognized by the United States Department of Education.
- Completion of prerequisite coursework with a minimum grade "C" or higher:

- | | |
|--|-------------------------------------|
| ○ Biology with lab | 8 semester hours (or equivalent*) |
| ○ General/Inorganic Chemistry with lab | 8 semester hours** (or equivalent*) |
| ○ Organic Chemistry with lab | 8 semester hours** (or equivalent*) |
| ○ Physics with lab | 8 semester hours (or equivalent*) |
| ○ Science elective | 3 semester hours*** |
| ○ English courses | 6 semester hours**** |

**Or equivalent to one year with laboratory component.*

***Biochemistry hours may count towards fulfilling hour requirements for General/Inorganic Chemistry or Organic Chemistry or the Science Elective.*

****Recommended courses to meet Science Elective prerequisite include advanced courses in behavioral sciences, biochemistry, cell biology, genetics, human anatomy, immunology, molecular biology, neurosciences, physiology.*

*****Approved English course subjects are those listed within the AACOMAS English category. For those courses not included in the AACOMAS English category list, applicants will be expected to provide a course syllabus and/or course catalog description to the Office of Admissions for evaluation.*

- Letters of Recommendation - Three (3) required letters of recommendation include:
 - One letter from a physician (*D.O. or M.D. accepted*) **AND**
 - One of the following:
 - One pre-medical committee letter OR
 - Two academic letters written by science professors, scientific research advisors, or equivalent
 - Non-traditional students who have not been enrolled in any science coursework for three (3) years or more, may submit letters from employment supervisors.

The AACOMAS application allows for six total letters of recommendation to be submitted. Letters should be formatted on letterhead and include credentials. Letters from relatives will not satisfy the requirement. If an applicant is asked to provide an updated and/or new letter of recommendation, it can be submitted to the Office of Admissions by the following accepted methods:

- AACOMAS
 - Virtual Evals
 - Interfolio
 - Directly by Referee to the Office of Admissions –
 - Email: admissions@bcomnm.org
 - Mail: Office of Admissions
Burrell College of Osteopathic Medicine
3501 Arrowhead Dr.
Las Cruces, NM 88001
- Applicants will be asked to present proof of legal U.S. residency status. Applicants who are legal, permanent residents of the U.S. will be required to provide a copy of their permanent resident card prior to progressing in the admission process. In the event that permanent residency status is revoked, abandoned or otherwise lost following matriculation, the College shall not be held responsible nor liable in any way for any claims, damages, losses, expenses or liabilities

whatsoever, related to or arising from such student's inability to complete, or any delay in completion of, the Doctor of Osteopathic Medicine degree program.

Under special circumstances, Burrell College of Osteopathic Medicine may use discretion in the evaluation of qualifications of any candidate for admission.

Admissions Process

The Burrell College of Osteopathic Medicine uses a holistically driven admissions process whereby applicants are assessed in several different areas including academic and non-academic characteristics. The College's admissions process has been developed in an attempt to identify characteristics that are aligned with its mission. The admissions policy can be found on our website at:

<https://burrell.edu/policy-b9001/>

Supplemental Application

Once the College has received an applicant's AACOMAS primary application, the Office of Admissions will complete pre-screening to verify both the minimum cumulative science grade point average and MCAT score requirements have been met. Applicants that meet the minimum pre-screening requirements will receive an email containing login instructions on how to complete and submit the supplemental application. Applicants will be required to submit the supplemental application with its nonrefundable processing fee and appropriate supporting materials.

Applicants approved for an AACOMAS fee waiver will also be eligible to request a supplemental application fee waiver from the Burrell College of Osteopathic Medicine. It is the applicant's responsibility to submit the AACOMAS fee waiver approval documentation, for the current cycle, to the Office of Admissions, prior to the College's cycle close date.

Interviews

If selected for an interview, the applicant will schedule the interview within the College's online portal. The College uses a rolling admissions process and conducts interviews throughout the application cycle.

Final Decision

Once the interview process is complete, the full application files, including all previous screening/evaluation rubrics, will be available for members of the Medical Student Admission Selection Committee to perform a post-interview review of each applicant with a completed application. Those applicants recommended for acceptance will be sent to the Dean for approval. Seat decisions will be delivered by the Office of Admissions throughout the cycle, on a rolling basis.

Waitlist

At the discretion of the Office of Admissions, waitlisted applicants may be presented to the Dean for seat approval throughout the cycle.

Admission Appeal

Every qualified applicant who submits an application to the College 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 extenuating circumstances

that were not addressed in the original application. The appeals process is not a re-review of an existing applicant file. Appeals will not be accepted from applicants who are not submitting new information.

Guidelines for an appeal:

- The appeal must be submitted to the Director of Admissions, who will review the reason for the appeal and all supporting documentation; information and documentation will only be accepted directly from the applicant. If the appeal is not supported, the Director of Admissions will inform the applicant in writing, via email.
- Deadline to appeal: last day of March for the cycle
- If the Director of Admissions deems the appeal to be of merit, the appeal documentation will be presented to the Medical Student Admissions Selection Committee for review. The committee decision will be submitted back to the Director of Admissions.

Deferral

Seat-accepted applicants that are able to demonstrate extenuating or unexpected personal circumstances may request a one-year deferment for consideration. Requests for deferral will be considered on a case-by-case basis and are subject to approval by the Dean of the College. The College reserves the right to offer a deferral, at the discretion of the Dean.

Guidelines for requesting a deferral:

- The applicant must submit a deferral request in writing, via email, to the Director of Admissions, who will review the reason for the deferral and any supporting documentation.
- The Director of Admissions will inform the applicant via email if the requested deferral is approved or denied.
- The deadline to request deferral is no less than 60 days prior to the beginning of orientation. A College offered deferment, approved at the discretion of the Dean, is not subject to the 60-day deadline.

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. An applicant may only request or be offered a maximum 1-year deferment. If the deferred applicant does not matriculate the immediate following cycle year, the admission offer will be rescinded. Deferred applicants who did not matriculate during the allotted deferment period must reapply and follow the same admissions process as all other applicants 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 the Burrell College of Osteopathic Medicine and forfeit of the full deposit.

Transfer Students

The Burrell College of Osteopathic Medicine does not accept transfers from other colleges nor provide advance standing for new matriculants. Please see the College's Transfer Policy:

<https://burrell.edu/policy-B9010/>

Foreign Transcripts

Transcripts submitted from institutions outside the United States of America (U.S.) or Canada must be evaluated for U.S. equivalence by one of the services listed below. An official report must be sent from the service directly to AACOM and the College. The applicant should retain a copy of the report to

reference in completing the AACOMAS application. The report should contain a course-by-course evaluation, including a listing of courses, subject codes, semester hours and grades on the AACOMAS Academic Record or Professional School Academic Record as per the instructions. Unofficial copies of any equivalence evaluation report will not be accepted.

The following is a list of foreign evaluation vendors. The College does not endorse nor recommend any particular vendor.

- World Education Services (WES), www.wes.org
- Educational Credential Evaluators, Inc., www.ece.org
- Josef Silny & Associates, Inc., www.jsilny.org
- International Education Research Foundation, Inc., www.ierf.org

Matriculation Information

For offered applicants to be eligible for admission, the following need to be satisfied, by deadlines that were provided, along with any/all other pre-matriculation requirements given:

- Pay non-refundable full seat deposit of two thousand dollars (\$2,000), which will be credited against the first semester's tuition and fee charges, by the given seat offer deadline.
- Submission of the College's electronically signed Admissions and Acceptance Agreement by the given seat offer deadline.
- Completion of the following forms:
 - The College's electronically signed Minimal Technical Standards Form
 - Emergency Contact Form
 - Proof of Immunization Form
 - An immunization status report, including all required vaccinations and immunizations must be submitted. All titers are required to be administered no earlier than six months prior to matriculation:
 - **Diphtheria/ Tetanus/ Pertussis** – TDAP booster dose within last 10 years.
 - **Measles, Mumps and Rubella** – Two doses after 1978 and quantitative titers showing immunity for each disease (Measles, Mumps and Rubella). **A copy of the lab results is required.**
 - **Hepatitis B** – Hep B series completion and quantitative Hep B Surface Antibody Titer (IgG) for confirmation of immunity response. **A copy of the lab results is required.**
 - **Tuberculosis (TB)** – A two-step Tuberculin skin test (PPD – two separate placements and two separate results) is required within the sixty days prior to the first day of enrollment. Students may obtain either a skin test (TST) or blood test (IGRA) and provide a copy of the result to the College.
 - If the TB testing is positive for either test, an attestation from a qualified licensed health care provider must be provided showing that they have received appropriate follow-up testing/treatment and may participate in unrestricted clinical activities.
 - **Varicella** – Proof of two doses of the Varicella vaccine **and** a positive quantitative Varicella titer (IgG). **A copy of the lab results is required.**

- **Influenza** – Documentation of the Influenza's vaccine (in season generally September through March).
- Completion of criminal background check and drug screen by the College's designated vendor no earlier than 60 days prior to matriculation.
- Submission of all official college transcripts from all degree granting institutions and all courses that have not been previously verified through AACOMAS. Transcripts must indicate that the applicant has satisfactorily completed all prerequisite course requirements and satisfied any contingencies, including graduation, as outlined in the Admissions and Acceptance Agreement. Applicants who have an officially approved reason acceptable to Burrell College of Osteopathic Medicine for submitting transcripts after the due date must have their transcripts recorded with the Registrar by the first day of class.
- Proof of basic health insurance coverage in order to avert financial hardship due to hospital admissions, emergency department care, subspecialty care or other medical services needed. The Office of Student Affairs verifies active coverage at the beginning of each academic term.
- Applicants will be asked to present proof of legal U.S. residency status. Applicants who are legal, permanent residents of the U.S. will be required to provide a copy of their permanent resident card prior to progressing in the admission process.

Failure to comply with the above requirements can result in denial to matriculate and subsequent withdrawal from the College.