

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

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| Data Review | | SOP #: AGC.001.02 |
| Effective Date | 11/15/19 | |
| Last Revision/Review | 7/1/2021 | |

1. Purpose

The purpose of this procedure is outline the role of data review for the Medical Student Admissions Governance Council.

2. Related Policy/Authority

BCOM College Bylaws – Article II Section B: <https://bcomm.org/about-bcom/governance/>

3. Faculty/Staff Responsibilities

Medical Student Admissions Governance Council – Chair Person

Director of Admissions – Provide data and other information requested by MSAGC needed to make Admissions recommendations on policy and procedure

4. Definitions/Abbreviations

MSAGC – Medical Student Admissions Governance Council

5. Procedural Steps

Each year the MSAGC will review and make recommendations on minimal requirements for applications to BCOM. This includes but is not limited to:

- Degree from an accredited college/university
- Admissions prerequisite coursework
- MCAT requirement and scores
- GPA minimums
- Letter of reference requirements
- Minimal Technical Standards – Each year the Admissions office will ensure the most current version of the Minimal Technical Standards from AACOM’s Educational Council on Osteopathic Principles (ECOP) is presented to the MSAGC for review.
- These items must be reviewed by November of each year to be ready for publishing for ChooseDO.org and the College Information Book in for the upcoming cycle.

Other Admissions data MSAGC reviews include but are not limited to:

- Yearly cycle statistics
- Comparisons on Admissions and recruitment data and standardized exam performance data

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STANDARD OPERATING PROCEDURES

- National Student Clearinghouse Data
- Data requested by the Selections Committee
- Other data as it relates to Admission policy and procedure

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

This procedure will be reviewed annually by the MSAGC. The Department Head of Enrollment Services and/or the Chair of the MSAGC is responsible for the updating of the SOP.

8. Signature

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| Signature on File | 7/1/2021 |
| Department Head of Enrollment Services | Date |

9. Distribution List

External

10. Revision History

| Revision Date | Subsection # | Summary of Changes | New/Cancellation/Replacement Procedure? (if applicable) | Approval Date |
|---------------|--------------|---|---|---------------|
| 8/19/2020 | 5 | Updated MCAT recommendation procedure Removed minimums from line 2 Added "Minimal" Technical... Changed reviewed by date to November Added "and recruitment" and "standardized exam performance" to Comparisons on Admissions... Added "National Student" Clearinghouse Data | Update | |
| 8/19/2020 | 7 | Added the optional responsibility of the Chair of MSAGC | Update | |
| 7/1/2021 | 7 and 8 | Changed Executive Director of Enrollment Services to Department Head of Enrollment Services | | |
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