

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Medical Students Admissions Waitlist		SOP #: ADM.003.01
Effective Date	5/1/2019	
Last Revision/Review	11/8/2021	

1. Purpose

Describe the use of the Medical Student Admissions Waitlist

2. Related Policy/Authority

College Catalog: <https://burrell.edu/catalog/>

3. Faculty/Staff Responsibilities

Department Head of Enrollment Services

Director of Admissions

4. Definitions/Abbreviations

5. Procedural Steps

Each Admissions cycle, the waitlist may be utilized to fill a class.

Applicants may be placed on the waitlist by vote of the Selections Committee and/or at the Dean's discretion. Once extended offers reach class size limit, all accepted applicants from the Selections Committee will be placed on the waitlist.

The Office of Admissions will not offer over the class size limit.

At the Office of Admissions discretion, applicants will be taken from the waitlist and presented to the Dean for offer approval.

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

Admissions Procedural Manual

7. Maintenance

This SOP will be reviewed annually by the Department Head of Enrollment Services and Director of Admissions.

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8. Signature

Signature on File	8/28/19
Authorized Name, Title	Date

9. Distribution List

External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
5		Added language regarding the Dean's discretion		11/8/2021