

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Medical Student Application Process		SOP #: ADM.002.04
Effective Date	8/12/19	
Last Revision/Review	10/2/2023	

1. Purpose

Applications received for the Doctor of Osteopathic Medicine program will be screened to determine the best possible applicants to invite for an interview and then subsequently those to extend a seat offer to for the Burrell College of Osteopathic Medicine.

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

During an open cycle as verified applications are received from AACOMAS into the College's application management system, all applicants are initially screened for published minimum requirements (MCAT score and U.S. citizenship/permanent resident status).

- Those applicants that meet or exceed both the published minimum requirements will be invited to submit a Burrell supplemental (secondary) application.
- Those applicants that do not meet the published minimum requirements (MCAT score and U.S. citizenship/permanent resident status) will not be invited to submit a supplemental application.

Once the supplemental application has been submitted, applicants will be holistically evaluated on the information provided in the master AACOMAS application and Burrell supplemental application, using a standardized scoring rubric.

After the holistic evaluation is complete, applicants are considered for interview invitations throughout the cycle.

Applicants attending an interview day will complete two individual, 15-minute interviews conducted by trained members of the Burrell team, along with any other mandatory sessions assigned.

Each interviewer will use the standardized interview scoring rubric to complete individual evaluations on the applicants.

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Once the interview process is complete, the full application file, including all previous screening/evaluation rubrics, will be available for members of the Medical Student Admission Selection Committee to do a post-interview review of each applicant.

- The Committee will vote on seat decision recommendations for the interviewed applicants.
- Those applicants recommended for acceptance will be sent to the Dean for approval.

Seat decisions will be delivered by the Admissions office throughout the cycle on a rolling basis. The Office of Admissions will aim to prioritize offers based on applicants' preference for campus location; however, preference is not guaranteed.

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

Office of Admissions Procedure Manual

7. Maintenance

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

8. Signature

Approved by

Department Head of Admissions

10/2/2023

Date

9. Distribution List

External

10. Revision History

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
11/25/19	5	Provided more granularity in the procedures		11/25/19
11/8/2021	5	Deleted information about standardized evaluation rubrics for each applicant, BEAR applicant screening, and tours at NMSU for applicants.		11/8/2021
11/8/2021	5	Added the word “cumulative” to science GPA.		11/8/2021
11/8/2021	All	Updated titles throughout document		11/8/2021
5/12/2023	All	Updated title of SOP to reflect full process, not just application screening		5/17/2023
5/12/2023	1	Updated program title		5/17/2023
5/12/2023	5	Removed reference to specific application management system, updated minimum requirements, and added language referencing prioritization of campus preference in offers of admission		5/17/2023
10/2/2023	5	Updated length of interview and clarified minimum requirement section.		10/2/2023