

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Medical Students Admissions Waitlist</b>		<b>SOP #: ADM.003.03</b>
Effective Date	5/1/2019	
Last Revision/Review	8/10/2023	

### **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. All accepted applicants from the Selections Committee will be placed on the waitlist when seats are no longer available for the current cycle.

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.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

### **8. Signature**

Approved by	8/10/2023
Department Head of Admissions	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
5/12/2023		Added language for more than one campus location. Fixed typographical error.		5/17/2023
8/10/2023		Updated information on the waitlist.		8/10/2023