

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Data Review</b>		<b>SOP #: AGC.001.05</b>
Effective Date	11/15/2019	
Last Revision/Review	9/15/2025	

### **1. Purpose**

The purpose of this procedure is to outline the process of data review for the Medical Student Admissions Governance Council (MSAGC).

### **2. Related Policy/Authority**

Burrell College Bylaws: <https://burrell.edu/college-bylaws/>

### **3. Faculty/Staff Responsibilities**

Medical Student Admissions Governance Council – Chairperson reviews data and SOP annually; communicates with MSAGC members.

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

Department Head of Enrollment Services – Provide data and other information requested by MSAGC needed to make recommendations on Admissions policy and procedure. Reviews SOP annually.

### **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 Burrell. 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

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- Comparisons on Admissions and recruitment data and standardized exam performance data
- Data requested by the Selections Committee
- Other data as it relates to Admissions 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**

MSAGC Chair

9/15/2025

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
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
8/19/2020	7	Added the optional responsibility of the Chair of MSAGC	Update	8/19/2020
7/1/2021	7 and 8	Changed Executive Director of Enrollment Services to Department Head of Enrollment Services		7/1/2021
8/8/2022	5	Removed "National Student Clearinghouse Data" from MSAGC review materials	Update	8/8/2022
11/9/2023	2 and 5	Edited for consistency of language (e.g., "BCOM" changed to "Burrell", bylaws link)	Update	11/9/2023
12/11/2024	3	Edited Faculty/Staff responsibilities for consistency	Update	12/11/2024