

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Medical Student Admissions Selections Committee		SOP #: AGC.002.05
Effective Date	7/1/2020	
Last Revision/Review	9/15/2025	

1. Purpose

This procedure describes the composition of the Medical Student Admissions Selections Committee and how members are appointed.

2. Related Policy/Authority

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

3. Faculty/Staff Responsibilities

Department Head of Enrollment Services

Chair of Medical Student Admissions Governance Council

4. Definitions/Abbreviations

MSAGC – Medical Student Admissions Governance Council

Selections Committee or MSASC – Medical Student Admissions Selections Committee

5. Procedural Steps

Per Burrell College Bylaw Article II, Section B2a - The council shall create one or more selection sub-councils to identify and nominate candidates for admission to the Doctor of Osteopathic Medicine degree program at the college. The composition and procedures of such sub-councils shall be determined by this Governance Council.

The Selections Committee is a sub-committee of MSAGC that will be convened each year from the time there are applicants to select for admission until all selections have been made for that admissions cycle (typically September – April of each year).

Each year, the MSAGC will obtain a list of nominees for the Selections Committee from Faculty Council and will vote to approve the members of the Selections Committee. Members of the MSAGC may also seek additional nominees as needed.

The Selections Committee shall be comprised of no less than six members, to include at least three basic science faculty and three clinical faculty/preceptors with at least one holding the DO degree if possible. A minimum of two alternates may be designated from the list of nominees to rotate as members of the Selections Committee as needed. The members of the Selections Committee will not serve on the MSAGC except for the Chair of the Selections Committee who is an *ex officio*, voting member.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

The Selections Committee recommends their chairperson from the appointed faculty each year; the MSAGC and MSASC will vote to approve this recommendation.

A representative from the Office of Admissions (Director of Admissions, Lead Admissions Advisor, or Department Head of Enrollment Services) will facilitate each meeting of the Selections Committee and will only vote on selection of applicants in the case of a tie.

The MSAGC has the right to vote to remove any member of the Selections Committee during the year if the Council determines it to be necessary.

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

7. Maintenance

This procedure will be reviewed annually by the MSAGC prior to the start of the first interview of each admissions cycle. 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

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
7/1/2020	4	Addition of abbreviation Selections Committee	Update	7/1/2020
7/1/2020	5	Updated procedure to reflect receiving nominations and voting on nominations from Faculty Council as well as having an alternate on Selections if enough nominees are provided.	Update	7/1/2020
7/1/2020	7	Updated SOP to be reviewed prior to the first interview day (September) each year rather than prior to the new admissions cycle each year (May)	Update	7/1/2020
7/1/2021	3, 5, 7, and 8	Changed Executive Director of Enrollment Services to Department Head of Enrollment Services	Update	7/1/2020
8/17/2021	5	"Up to two alternates..." was changed to "A minimum of two alternates.."	Update	8/17/2021
9/19/2022	5	Revised to allow for expanded methods of selecting MSASC members. Changed the role of MSASC Chair on MSAGC to voting.	Update	9/19/2022
11/9/2023	2 and 5	Edited for consistency of language (e.g., "BCOM" changed to "Burrell", bylaws link)	Update	11/9/2023
8/5/2024	5	Changed Selections Committee membership numbers to allow for expansion of committee size based on anticipated workload. Revised selection method for chair and to align with the timeline on which this occurs through AGC.	Update	9/4/2024