Medical Student Admissions Selections Committee	SOP #: AGC.002.03
Effective Date	7/1/2020	
Last Revision/Review	5/23/2023	

1. Purpose

This SOP describes the composition of and procedures for selecting the Medical Student Admissions Selections Committee.

2. Related Policy/Authority

BCOM Bylaws – Section B 1 and B 2

https://burrell.edu/about-bcom/governance/

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 – Medical Student Admissions Selections Committee

5. Procedural Steps

Per BCOM Bylaw Section B2a - The MSAGC 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 the MSAGC.

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 6 members: 3 basic science faculty and 3 clinical faculty/preceptors to include at least one DO 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.

The Selections Committee recommends their chairperson from the appointed faculty each year; the MSAGC 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 is responsible for the updating of the SOP.

8. Signature

Approved by	5.23.2023
Department Head of Enrollment Services	Date

9. Distribution List

External

10. Revision History

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	7/1/2021
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