

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Admissions Governance Council Meetings		SOP #: AGC.003.05
Effective Date	12/17/2019	
Last Revision/Review	9/15/2025	

1. Purpose

The purpose of this procedure is to provide topics and structure for Medical Student Admissions Governance Council (MSAGC) meetings.

2. Related Policy/Authority

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

3. Faculty/Staff Responsibilities

Medical Student Admissions Governance Council – Chairperson calls and leads the meetings of the MSAGC; communicates with the MSAGC members; reviews this SOP annually.

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

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

4. Definitions/Abbreviations

MSAGC – Medical Student Admissions Governance Council

5. Procedural Steps

The MSACG will meet a minimum of quarterly, on the academic year calendar, to address the needs of Admissions policies and procedures.

1st Quarter – Select the upcoming years Medical Student Admissions Selections Committee members and review cycle statistics for the recently completed cycle to inform the recommended edits and changes needed for the 2nd quarterly meeting and the upcoming cycle.

2nd Quarter – Review minimal requirements for the upcoming cycle to have recommended edits and changes ready for the 3rd quarterly meeting and the publishing of the ChooseDO.org website and College Information Book in March. Review Admissions policy and procedures to have recommended edits and changes ready for the publishing of the upcoming years' catalog.

3rd Quarter – Review and discuss interview policy and procedures and make recommendations to the Office of Enrollment Services

4th Quarter – MSAGC members should submit requests for cycle statistics and the Office of Enrollment Services to provide members with data for the 1st and 2nd quarterly meetings.

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Other meetings may be called during the year as needed.

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	Changed January procedures to November Added February meeting and procedures Modified procedures for August 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	5	Rearranged the order of the procedural steps and changed the months to match a quarterly schedule	Update	7/1/2021
7/1/2021	7 and 8	Changed Executive Director of Enrollment Services to Department Head of Enrollment Services	Update	7/1/2021
8/8/2022	5	Removed "National Student Clearinghouse Data" from July meeting procedure	Update	8/8/2022
11/9/2023	2 and 5	Edited for consistency of language (e.g., "BCOM" changed to "Burrell", bylaws link). Changed meeting times to AY quarters rather than specific months of the calendar year.	Update	11/9/2023
12/11/2024	3	Edited Faculty/Staff responsibilities for consistency.	Update	12/11/2024