

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: Students

Policy: B9001

TOPIC: Admissions

Approval Date: 1/22/19

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Approved: Signature on File

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**POLICY**

The College shall adopt admissions procedures and criteria designed to recruit and enroll diverse and highly qualified candidates for the Doctor of Osteopathic Medicine Degree. The selections process shall consider the outcome performance of its graduates thereby enabling the College to meet its mission and objectives. All admissions policies, procedures and technical standards shall be published in the College catalog. The College shall observe its published non-discrimination policy in all admission processes.

**RESPONSIBLE OFFICIAL(S):**

Head of Enrollment Services

**PROCEDURES:**

1. The College shall maintain a formally organized Office of Admissions within the Office of Enrollment Services responsible for advising the Dean on matters related to the application and admissions process and assuring implementation of the admissions policies of the College.
2. The College shall require that all candidates accepted for admission will, by the time of enrollment, have attained a baccalaureate degree from a College or university accredited by an agency recognized by the United States Department of Education.
3. Candidates presenting credentials from colleges or universities outside of the United States must show proof of equivalency to US-based education that is verifiable by the office of admissions before their application will be considered.
4. The College shall adopt additional uniform selections criteria that are relevant to the scope and rigor of the curriculum and are in compliance with all regulatory authority and accreditation.
5. The Admissions Governance Council shall seek and obtain outcomes data that includes the College student performance and postdoctoral placement to inform the selections process and assure alignment with the mission of the College.
6. The Office of Enrollment Services shall provide regular reports to the College Dean and Executive Committee regarding the selection process and academic profile for each class.
7. All admissions policies shall be subject to annual review and approval by the Admissions Governance Council. Any changes to admission policies must be approved by the College Dean and the Board of Trustees. Policy changes shall be published in advance of the recruitment cycle for which they will be applied.

**CROSS REFERENCE:** Policy B1040