

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Medical Student Application Screening	SOP #: ADM.002.02
Effective Date	8/12/19
Last Revision/Review	11/8/2021

1. Purpose

Applications received for the Doctor of Osteopathy program will be screened to determine the best possible applicants to invite for an interview and then subsequently those to extend a seat offer to for the Burrell College of Osteopathic Medicine.

2. Related Policy/Authority

College Catalog: <https://burrell.edu/catalog/>

3. Faculty/Staff Responsibilities

Department Head of Enrollment Services

Director of Admissions

4. Definitions/Abbreviations

5. Procedural Steps

During an open cycle as applications are received from AACOMAS into the College's AMP system, all applicants are initially screened for published minimum cumulative science GPA and MCAT score requirements.

- Those applicants that meet or exceed both the published minimum cumulative science GPA and MCAT requirement, will be invited to complete and return a Burrell supplemental (secondary) application.
- Those applicants that do not meet both minimum requirements will not be invited to complete a supplemental application.

Once the supplemental application has been returned, applicants will be holistically evaluated on the information submitted in the master AACOMAS application and Burrell supplemental application, using a standardized scoring rubric.

Applicants with screened completed applications are considered for interview invitations throughout the cycle.

Applicants attending an interview day will complete an individual, 30-minute interview conducted by two trained members of the Burrell team, along with any other mandatory sessions assigned.

Each interviewer will use the standardized interview scoring rubric to complete individual evaluations on the applicants.

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Once the interview process is complete, the full application file, including all previous screening/evaluation rubrics, will be available for members of the Medical Student Admission Selection Committee to do a post-interview review of each applicant.

- The Committee will vote on seat decision recommendations for the interviewed applicants.
- Those applicants recommended for acceptance will be sent to the Dean for approval.

Seat decisions will be delivered by the Admissions office throughout the cycle on a rolling basis.

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

Office of Admissions Procedure Manual

7. Maintenance

This SOP will be reviewed annually by Department Head of Enrollment Services and Director of Admissions.

8. Signature

Signature on File	11/8/2021
Director of Admissions	Date

9. Distribution List

External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
11/25/19	5	Provided more granularity in the procedures		11/25/19
11/8/2021	5	Deleted information about standardized evaluation rubrics for each applicant, BEAR applicant screening, and tours at NMSU for applicants.		11/8/2021
11/8/2021	5	Added the word "cumulative" to science GPA.		11/8/2021
11/8/2021	All	Updated titles throughout document		11/8/2021

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