

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Medical Student Admissions Selections Committee Policies and Procedures</b>	<b>SOP #: AGC.004.01</b>
Effective Date	9/1/2020
Last Revision/Review	7/1/2021

### **1. Purpose**

This SOP describes the policies and procedures by which the Medical Student Admissions Selections Committee evaluates and selects student candidates to be recommended for admission to the Burrell College of Osteopathic Medicine.

### **2. Related Policy/Authority**

BCOM Bylaws – Section B 1 and B 2

BCOM SOP# AG.002.00

<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 Students Admissions Selections Committee

The definitions of assent and dissent will be determined by the Enrollment Services and the Director of Admissions with consultation of the MSAGC and will be documented internally within the Office of Enrollment Services.

### **5. Procedural Steps**

Per BCOM Bylaw Section B2a and SOP# AGC.002.00 - The MSAGC shall recommend policies and procedures for the selection of applicants to be recommended for admission to the College and the composition and procedures of the sub-councils created by the MSAGC shall be determined by the MSAGC.

The Selections Committee is a sub-council of the MSAGC that is charged with the selection of applicants to be recommended for admission to the College. The composition of the Selections Committee is documented in SOP# AGC.002.00 wherein additional policies and procedures of said committee are documented herein SOP# AGC.004.00.

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A quorum of (4 of 6) members of the Selections Committee consisting of standing or alternate members must be present at each committee meeting to provide an official vote on candidates to be recommended for admission to the College.

The Selections Committee whose composition is determined by SOP# AGC.002.00 will select student candidates to be recommended for admission according to the following procedures:

1. The members of the Selections Committee will be provided comprehensive application material of the interviewed candidates by the Office of Enrollment Services to be reviewed at the successive selections committee meeting. The breadth, depth, and duration of access of application material to be provided will be determined by the Office of Enrollment Services and the Dean.
  - a. The above material listed in (5:1) shall be provided no less than 48 hours prior to a committee meeting which is to be scheduled by the Chair of the Selections Committee or an assigned member of the committee designated to said task.
  - b. The above material listed in (5:1) shall be reviewed by all members prior to the successive committee meeting in accordance with the operational policies and procedures of the Selections Committee as established by Office of Enrollment Services and documented in an orientation guide for all members of the Selections Committee.
  
2. Deliberation of the relative merits of candidate applications by the Selections Committee will be followed by a decision to assent or dissent the recommendation of candidates for admission. Selections Committee members will register an independent recommendation for each candidate. In cases of actual or perceived conflict of interest, a member of the Selections Committee may abstain from the vote on an individual candidate. The advancement of candidates to deliberation will be directed by the Office of Admissions, as defined in SOP# AGC.002. The Office of Admissions will also record subsequent votes and recommendations.

The specific operational policies and procedures of the Selections Committee will be documented by Enrollment Services in an orientation guide for members of the Selections Committee. These policies and procedures may be updated as required by the Office of Enrollment Services, the Director of Admissions, and the Dean with consultation of the MSAGC. Changes and updates may occur once during the academic calendar year and take effect during the successive admissions cycle. The policies and procedures are also subject to annual review by the MSAGC as documented herein SOP# AGC.004.(7).

### **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 MSAGC is responsible for the updating of the SOP.

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### **8. Signature**

Approved by	7/1/2021
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
7/1/2021	3, 7, and 8	Changed Executive Director of Enrollment Services to Department Head of Enrollment Services	Update	7/1/2021