1. Purpose
Describe the use of the Medical Student Admissions Waitlist

2. Related Policy/Authority
College Catalog:  [https://burrell.edu/catalog/](https://burrell.edu/catalog/)

3. Faculty/Staff Responsibilities
Department Head of Enrollment Services
Director of Admissions

4. Definitions/Abbreviations

5. Procedural Steps
Each Admissions cycle, the waitlist may be utilized to fill a class.

Applicants may be placed on the waitlist by vote of the Selections Committee and/or at the Dean’s discretion. All accepted applicants from the Selections Committee will be placed on the waitlist when seats are no longer available for the current cycle.

At the Office of Admissions’ discretion, applicants will be taken from the waitlist and presented to the Dean for offer approval.

6. Reports/Charts/Forms/Attachments/Cross References
Admissions Procedural Manual

7. Maintenance
This SOP will be reviewed annually by the Department Head of Enrollment Services and Director of Admissions.
8. Signature

Approved by Department Head of Admissions

<table>
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<th>Date</th>
<th>5/21/2024</th>
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9. Distribution List

External

10. Revision History

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<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<td>5</td>
<td></td>
<td>Added language regarding the Dean’s discretion</td>
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<td>11/8/2021</td>
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<tr>
<td>5/12/2023</td>
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<td>Added language for more than one campus location. Fixed typographical error.</td>
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<td>5/17/2023</td>
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<tr>
<td>8/10/2023</td>
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<td>Updated information on the waitlist.</td>
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