

## Attachment 9.1.1



### Proposed IllinoisCOM Admissions Policy

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<b>DOCUMENT TITLE:</b>	Student Admissions Policy
<b>APPROVAL DATE:</b>	TBD
<b>NEW OR REVISION</b>	New
<b>EFFECTIVE DATE:</b>	TBD
<b>SCOPE/APPLICABILITY:</b>	All prospective students applying for admission to IllinoisCOM.
<b>RESPONSIBLE OFFICE:</b>	Department of Academic Affairs
<b>LAST AUDITED:</b>	

#### PURPOSE

This policy outlines the requirements, criteria and processes for application and admission to the Illinois College of Osteopathic Medicine (IllinoisCOM).

#### DEFINITIONS

- Minimum Requirements
  - Candidate must be a U.S. citizen or permanent resident of the U.S.
  - Candidate must be able to meet the published IllinoisCOM Technical Standards.
  - Candidate must have a Baccalaureate degree earned from an accredited institution prior to matriculation
  - Submission of official Medical College Admissions Test (MCAT) transcripts whose most recent completion date is within three years of matriculation.
  - Minimum prerequisite coursework\*, including:
    - 16 credit hours of chemistry, 12 credit hours of which must be at a level beyond community college or introductory or "basic" courses (e.g. 200-level courses or higher). Four of the courses shall include laboratory requirements. The courses shall include no less than 4 credit hours of biochemistry with laboratory.
    - 12 credit hours of biology, including at least 4 credit hours in advanced topics (including anatomy, cellular biology, molecular biology, genetics, microbiology).
    - Two courses in physics with laboratory (minimum of 3 credit hours each).
    - Two courses in English (minimum of 3 credit hours each).
    - One humanities course, including but not limited to philosophy, theology, speech, debate, or theater (minimum of 3 credit hours).
    - One course in psychology (minimum of 3 credit hours)
- Required Supplemental Materials



- A completed IllinoisCOM Secondary Application (\$50 nonrefundable fee waived if applicant has received fee waiver for AACOMAS fees)
- Letters of recommendation/evaluation from each of the following sources:
  - A physician (preferably an osteopathic physician).
  - A premedical source. This could be an advisor's letter, a composite evaluation, or evaluations from a committee. If a premed source is not available, a letter from a science faculty member or advisor may be submitted. Note: Letters of recommendation must be written within the two years prior to making applications. Example: If applying beginning May 2025 letters must be dated no earlier than May 2023.
- Waiver/non-waiver form for submitted letters of recommendation.
- Foreign transcript evaluation report, if applicable

## **POLICY**

- Minimum Requirements are defined as the minimum standards for admission into IllinoisCOM.
- All applications to IllinoisCOM must be submitted electronically through the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS).
- Applicants that fail to submit required supplemental materials will not be further considered for admissions to IllinoisCOM.
- A candidate that receives an initial offer of admission to the IllinoisCOM must fulfill the conditions set forth in the Matriculation Agreement.

## **PROCEDURES**

1. Recommended minimum academic metrics
  - a. IllinoisCOM employs holistic admissions practices that seek to evaluate the applicant based on their perceived ability to contribute to the mission of IllinoisCOM and uphold the tenants of osteopathic medicine. However, there are minimum academic metrics that the IllinoisCOM Admissions Committee recommends:
    - Minimum 500 MCAT
    - Cumulative GPA of 3.0 on a 4-point scale
    - Science GPA of 3.3 on a 4-point scale
2. Substitutions or Waiver of Admissions Requirements
  - a. Prerequisite course substitutions are permitted in some situations (e.g. substituting cellular biology for biochemistry, accepting grades below a C due to documented circumstance). An applicant may request substitution of undergraduate coursework by forwarding one of the following to the Office of Admissions:
    - A faculty letter detailing course content.
    - A copy of the course description from the university catalog.
    - A copy of the course syllabus.
  - b. Applicants will be notified of decisions upon review of course content. Please note that if a substitution is granted, the substituted course will not be counted toward the fulfillment of any other prerequisite.
  - c. Any request for substitutions or waiver of any of the admission requirements must be submitted in writing to the Office of Admissions stating the request, rationale for the request and supporting documentation.



- d. Substitution or waiver requests not approved may be offered provisional acceptance with documentation of enrollment in the required coursework. Full acceptance will be extended once the Office of Admissions receives notification of course completion with a grade of C or above.
3. Required supplemental materials
    - a. The following supplemental materials are required as part of the application process:
      - A completed Secondary Application.
      - Three Letters of recommendation/evaluation\* including one from each of the following sources:
        - A physician (it is highly recommended that one letter be from an osteopathic physician).
        - A source from your premedical institution(s) (individual or Committee).
    - \*Letters must be written within two years of application submission.*
    - b. Applicants with college credit at foreign institutions or institutions teaching in a language other than English will be required to submit official foreign transcripts for evaluation services. Applicants should seek additional information about this process from the AACOMAS website. A foreign transcript evaluation report will fulfill admission criteria only if the evaluation service has indicated that the required coursework is comparable to a regionally accredited U.S. college or university.
  4. Admissions Partnerships
    - a. IllinoisCOM is actively developing partnership programs and early acceptance agreements with select institutions of higher education. These policies and procedures will be reviewed and updated as these partnerships are developed.
  5. Special Circumstances
    - a. At this time, the IllinoisCOM is not accepting non-U.S. citizens and international applicants.
  6. Application and Candidate Review Process
    - a. Applicant submits AACOMAS application
    - b. The AACOMAS application allows prospective osteopathic medical students to submit one application to each osteopathic school they are considering.
    - c. AACOMAS is typically made available May through March of the admissions cycle. Students are encouraged to submit their application materials early; IllinoisCOM admits on an ongoing basis throughout the cycle.
    - d. AACOMAS gathers all the necessary material about each applicant and transmits the information in a standardized format to the college(s) of osteopathic medicine selected by the applicant.
    - e. The Chicago School Office of Admissions conducts an initial review of the transmitted AACOMAS application, personal experiences, MCAT scores and academic records to determine which applications will be further processed.
    - f. Applicant completes IllinoisCOM Secondary Application
      - i. IllinoisCOM is committed to matriculating and graduating qualified osteopathic physicians that contribute to our programs and institution's Mission, Vision and Values.



- ii. To that end, some qualified applicants will be invited to complete the IllinoisCOM Secondary Application and pay the Secondary Application fee.
  - iii. The IllinoisCOM Admissions Committee will use the answers provided in the Secondary Application in their review of eligible candidates.
- g. Applicant participates in IllinoisCOM Interview Day
  - i. Qualified applicants to IllinoisCOM whose primary and secondary application determine eligibility for admission are offered an opportunity to interview with COM Faculty, Administration and Staff.
  - ii. Students will be notified on an ongoing basis as to their interview eligibility and will have the opportunity to select an upcoming interview in which to participate.
  - iii. Interview days will be organized and facilitated by the Office of Admissions and will be conducted virtually. More information related to interview day experiences and expectations will be shared as dates become available.
- h. IllinoisCOM Admissions Committee reviews applicants
  - i. The criteria for reviewing and rating applicants include academic excellence and nonacademic achievements.
  - ii. Academic excellence is determined by an assessment of MCAT score(s), grades and grade point averages, and consideration of program of study, advanced degree and rigor of programming.
  - iii. Nonacademic achievements and lived experiences also are heavily considered, as well as a candidate's ability and desire to fulfill the Mission and Vision of the COM and University. The Admissions Committee looks for the following nonacademic achievements:
    - o Leadership roles.
    - o Work history.
    - o Involvement in community organizations/projects.
    - o Involvement in scholarly activities.
    - o Commitment to an organization(s) for more than two years.
    - o Participation in a domestic/international mission trip.
    - o Work experience in the medical field (e.g., EMT, nurse).
    - o Medical field volunteer experience.
    - o Shadowing of an osteopathic or allopathic physician.
  - iv. Applicants participating in the interview process are evaluated on the following criteria:
    - o Professional demeanor.
    - o Critical thinking.
    - o Coping skills.
    - o Interprofessional communication.
    - o Fit for program.
  - v. The Admissions Committee holistically reviews all information related to an applicant and then makes recommendations to the IllinoisCOM Dean/CAO for consideration for admission.
  - vi. The Dean will determine whether to offer admission, waitlist or deny admission to applicants. Applicants are notified as soon as a final admission decision has been made.
- i. Matriculation



- i. A candidate that receives an initial offer of admission to the IllinoisCOM must fulfill the conditions set forth in the Matriculation Agreement (MA) which include:
  - o Payment of an acceptance fee and a matriculation deposit from successful applicants. Acceptance is conditional until all fees, paperwork, and coursework are completed. Failure to submit all documents and forms by the posted due dates will result in forfeiture of a seat in the upcoming class. These fees are non-refundable regardless of reason. Withdrawing prior to matriculation does not negate the no-refund policy. IllinoisCOM follows the guidelines set forth by the American Association of Colleges of Osteopathic Medicine (AACOM) relative to deposit due dates. Deposits will be applied to tuition.
  - o Completion of all prerequisite coursework and proof of documentation that a minimum of a bachelor's degree has been earned from a U.S. regionally accredited institution or transcript evaluation from a NACES or AICE- approved agency with qualifying degree earned showing U.S. degree equivalency and grade point average (GPA). Exceptions may be granted on a case-by-case basis as outlined in 5.2 Substitutions or Waiver of Admissions Requirements section of this policy.
  - o Completion of required medical and immunization documents by the dates specified in the MA.
  - o Submission of a waiver demonstrating proof of medical insurance coverage or enrollment in the plan provided by IllinoisCOM.
  
- ii. A candidate that receives an initial offer of admission to the IllinoisCOM must also successfully complete the following by IllinoisCOM:
  - o Review of drug screen and background check. Both services are to be completed by the dates specified in the MA. Note: Candidates have a professional duty to disclose all adverse events that occur prior to matriculation. Failure to disclose all charges regardless of adjudication may result in rescinding of the admission or dismissal after matriculation. An applicant who has an unanticipated finding or concern discovered on the background check or urine drug screen will be referred to the Dean/Chief Academic Officer for further review.
  - o Acknowledgement of understanding and agreement to adhere to - IllinoisCOM's Professional and Ethical Student Code of



- Conduct Agreement and the University Community Norms and Standards.
- Acknowledgment that a candidate is required to meet the Technical Standards for matriculation as set forth by IllinoisCOM.
- Completion of required medical and immunization documents by the dates specified in the MA.
  - Submission of a waiver demonstrating proof of medical insurance coverage or enrollment in the plan provided by IllinoisCOM.
- iii. Request for Deferment
  - A one-year deferment may, in the sole discretion of IllinoisCOM, be granted for compelling reasons. Requests are to be submitted to the Office of Admissions. If approved, an additional \$2000 deposit may be required by January 1st of the year the applicant will matriculate. The entire \$4000 deposit will be applied to the applicant's tuition upon matriculation.
- j. Applicant Protocol of the American Association of Colleges of Osteopathic Medicine
  - i. Applicants aspiring to become osteopathic physicians (DO) are expected to act professionally in their interactions with the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) and with colleges of osteopathic medicine. Responsibility, respect, good judgment and cooperation are qualities valued by the osteopathic profession, and applicants are expected to demonstrate these qualities throughout the application process.
    - Applicants are responsible for becoming familiar with admission requirements, which includes all required coursework, following application procedures and meeting all deadlines at each school to which they apply.
    - Applicants are responsible for the collection and timely submission of supplemental applications, letters of recommendation, transcripts and all applicable fees. All candidates who submit a supplemental application and subsequently complete the application process (submitting all required materials) are considered for admission by the colleges to which they submit a complete application. Applicants are encouraged to review the online application instructions and the colleges' online program pages to determine the standards and processes for the colleges to which they are applying.
    - Applicants are responsible for reporting and updating any changes in the initially submitted application (e.g.,



address, telephone numbers, academic status, state of residence).

- Applicants are responsible for responding promptly to all interview invitations and offers of admission (either to accept or decline).
- Applicants who have made a final decision on the medical school they plan to attend have the obligation to promptly withdraw their applications from all other schools.
- Applicants may hold only one acceptance after May 15.

### **RESPONSIBLE PARTIES**

1. Office of Admissions
2. Associate Director of Admissions

### **RELATED DOCUMENTS**

1. Secondary Application
2. Matriculation Agreement
3. Professional and Ethical Student Code of Conduct Agreement
4. Student Technical Standards
5. Insurance Waiver
6. Immunization Documentation

