

COM Admission Policy for Doctor of Osteopathic Medicine Program (DO)

Purpose:

This Policy sets forth the Duquesne University College of Osteopathic Medicine's (COM) admissions policies, which are designed to enable matriculated students to successfully complete the curriculum, match into quality residencies, exhibit values and behaviors that reflect the COM's Mission, and promote the reputation and success of the College of Medicine.

Scope:

This Policy shall apply to all candidates for admission to the COM.

Responsibility:

The responsibility to review and revise the COM's admission policies is established by the COM leadership and approved by the Dean and Duquesne University Provost. It is effective as of the date noted and shall remain effective until amended or terminated by the Dean or University Provost.

1. MINIMUM REQUIREMENTS FOR INTERVIEW AND ADMISSION

Applicants must possess the academic background and capacity to adapt to a rigorous academic environment and to successfully complete the curriculum. Additionally, the COM uses a mission-driven admissions process; therefore, the applicants should demonstrate a history of compassion, empathy, dedication, and an interest in care for rural or urban medically underserved populations as evidenced by community service, outreach-oriented clinical activities, or research to promote the advancement of medical science.

Applicants for admission must meet the following requirements to be considered for an interview:

- a. Must be able to earn a baccalaureate degree before matriculation.
 - Courses taken in the U.S. must have been taken at an accredited institution that is recognized by the U.S. Department of Education. Applicants are encouraged to contact the COM Office of Admissions if there are any questions.
 - Applicants who have taken coursework and/or earned a degree from a foreign institution must submit an evaluation of their transcripts to the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS). The transcript evaluation company chosen must be approved by AACOMAS. Please see the AACOMAS website for a list of approved companies.
- b. Must have completed 90 hours or three-fourths of the required credits for a baccalaureate degree and have completed the required courses listed below:

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- Biological Sciences: 8 credit hours
- Physics: 8 credit hours
- General and/or Inorganic Chemistry: 8 credit hours
- Organic Chemistry: 8 credit hours (Biochemistry may substitute for 4 credit hours of Organic Chemistry)
- English and/or Composition: 8 credit hours
- Recommended: a minimum of 6 additional biomedical science credit hours at the 200 level or above, which prepare the applicant for medical school. These include but are not limited to anatomy, physiology, biochemistry, immunology, microbiology, virology, and genetics.

Courses with equivalent content will be considered. The COM follows the AACOMAS definition of science courses to determine science GPA and science hours. See the AACOMAS website for more information.

- c. Must achieve a minimum of a 3.2 science GPA and 3.2 overall GPA on a 4.0 scale. Higher GPAs are generally required to be competitive. The COM follows the AACOMAS definition of science courses to determine science GPA. See the AACOMAS website for more information.
- d. Must submit official MCAT transcripts through AACOMAS with a date of completion, which is within three years or less of the intended matriculation date. Must achieve a minimum MCAT of 500. Higher MCAT scores are generally required to be competitive.
- e. Must be a U.S. citizen or permanent U.S. resident.
- f. Must carefully read the COM Health and Technical Standards and affirm that they meet the standards. Any falsification or misinformation may result in dismissal for matriculated students or withdrawal of an offer of admission.
- g. Must be proficient in data entry to complete time-specific assignments and assessments.

2. AACOMAS APPLICATION (PRIMARY APPLICATION)

The COM participates with other osteopathic colleges in a centralized application processing service called the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS). To initiate the application process, prospective students must apply directly to [AACOMAS](https://www.aacomas.org/).

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The deadline for the COM's primary application generally falls on March 1, but is subject to change annually; therefore, applicants should consult the COM website for the most current information.

OFFICIAL TRANSCRIPTS

As part of the application process, AACOMAS will require official copies of transcripts from all colleges/universities attended. Applicants who have taken course work and/or have earned a degree from a foreign institution must also submit to AACOMAS an evaluation of their transcripts by one of the approved AACOMAS transcript evaluation services as described above. Applicants must also submit their official MCAT scores from AAMC to AACOMAS.

If there is a question about the authenticity of a transcript, an official transcript, sent directly to the COM campus from the institution in question, will be required.

The COM requires an official transcript from any school the applicant is currently attending or will attend after June of the application year to be sent directly to the COM. In this case, the transcript sent to AACOMAS will not be accepted.

The COM requires official transcripts reflecting any coursework completed after acceptance and prior to matriculation to be sent directly to the COM Registrar's office by the Registrar's Office of the institution where the coursework was completed. Failure to submit official transcripts prior to the stated deadline may result in the offer of admission being rescinded and forfeiture of any deposits.

3. SECONDARY APPLICATION

Applicants who meet all admissions requirements may be invited to submit the Secondary Application and supporting documents. The invitation to submit a Secondary Application is sent via email with instructions for electronic completion. The last day for applicants to submit the Secondary Application and supporting materials is April 1 but is subject to change from year to year.

The Secondary Application process consists of the COM Secondary Application, a non-refundable processing fee, a waiver/non-waiver statement regarding letters of recommendation, and three required letters of recommendation (see below).

LETTERS OF RECOMMENDATION

The COM requires a minimum of three letters of recommendation. One letter must be from

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the pre-medical or health-professions advisory committee if the undergraduate institution has this committee. Other recommendation letters should be from a physician (DO or MD), science faculty, and other undergraduate or graduate faculty who have taught the applicant in class. No required letters of recommendation may be from a blood relative or a relative through marriage. The COM welcomes additional letters of support or recommendation from those who are acquainted with the student's academic or professional abilities.

All letters of recommendation must be on professional or college/university letterhead and signed by the evaluator, whether submitted electronically (preferred) or mailed directly to the COM Office of Admissions. Letters of recommendation submitted through a pre-health committee or an official evaluation collection service recognized by the COM (Interfolio or Virtual Evals) or an official college/university service are acceptable.

Once the COM receives the Secondary Application, the processing fee, the waiver/non-waiver statement, and the required letters of recommendation, the application is considered complete. The COM will send an electronic notification indicating the application is complete.

4. REQUIREMENT TO REPORT CHARGES OR ARRESTS

On the Secondary Application, applicants must report and explain any charge or arrest, including, but not limited to, misdemeanors and felonies. Students should be aware that charges are generally found on the background check that is required prior to acceptance. Applicants who do not disclose a prior arrest or criminal charge will be deemed to be acting unprofessionally and/or unethically, and omission of such information may be grounds for rescinding the admissions offer, or if such information is discovered after matriculation, may result in dismissal. Applicants who have prior convictions that may impact their ability to obtain a residency and/or become licensed, such as convictions for assault, sexual crimes, and/or drug possession, will not be considered for admission. The applicant should be aware that medical licensing boards and residency programs also require background checks and base their acceptance or non-acceptance of an applicant on the nature of the prior criminal record.

5. INTERVIEW SELECTION AND ADMISSIONS PROCESS

To be considered for an interview, an applicant must meet all admissions requirements, health, and technical standards, and submit all required documents. After the COM Office of Admissions receives these materials, the applicant's file is reviewed to determine eligibility for an interview, based on the established criteria for admission. If the applicant is offered

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and accepts an invitation to interview, he/she is invited for an interview day which will include interviews by members of the faculty. After the interview day, the interviewers forward their recommendations to the COM Admissions Committee.

An admissions decision, based on academic performance, professional experience, mission alignment, and the interview, will be provided to the applicant. The COM Admissions Committee will make the following recommendations to the COM Dean: to accept or to deny. Once the class is filled, accepted applicants will be placed on the provisional acceptance list. Students on the provisional acceptance list may be offered a seat in the upcoming or a future class when one opens. The applicant will receive the decision letter at the email and physical address provided with the application. Applicants should keep the COM Admissions Office apprised of any change of address.

6. RESCINDING ADMISSION OFFER

Reasons for rescinding an offer of admission include but are not limited to the following:

- a. intentional misrepresentation or omission of information on any form relevant to admissions or records.
- b. failure to report prior illegal behaviors or arrests made after the admissions offer.
- c. unprofessional or unethical behavior that does not comply with COM and/or University policies and procedures.
- d. failure to comply with the procedures required for matriculation.
- e. failure to maintain a good record of scholastic performance and/or good record of personal conduct between the time of acceptance and matriculation at the COM.
- f. failure to pay deposits, tuition, or fees by required dates.
- g. failure to attend all orientation activities.
- h. failure to provide all required documentation by the required dates to the COM.
- i. inability to meet the health and technical standards as outlined in the current COM Student Handbook.

7. EARLY DECISION ADMISSIONS TRACK

The Early Decision Admissions Track is an admissions option for those candidates who identify Duquesne University COM as their first choice for pursuing a medical education. To be considered for the Early Decision Admissions Track, the candidate must meet all the following requirements and agree to apply only to Duquesne University COM until an early decision notification has been made. Please note the Early Decision Admissions Track requirements are in addition to the General Admissions requirements listed above.

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Early decision applicants must meet the following requirements, in addition to the general admission requirements listed above:

- a. Science and overall GPA of 3.5 or higher.
- b. Competitive MCAT score as compared to other applicants in the same application cycle.
- c. Submit an application, transcripts from all institutions attended, and MCAT scores to the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) by July 1.
- d. Submit a letter of intent to the COM Office of Admissions indicating that Duquesne University COM is the applicant's first choice for medical schools by July 1 and request a review for the Early Decision Admissions Track.
- e. Submit all Secondary Application materials including Secondary Application, application fee, and required letters of recommendation by August 15.
- f. Withhold all applications to other medical schools until notified of an early decision by the Duquesne University COM.

Applicants who are on the provisional acceptance list from the prior academic year may receive an offer of early acceptance to Duquesne University COM for the next academic year without resubmission of all materials.

Effective Date: 1/1/2021
Revised: 5/10/2022 Revision: 1