



NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Policy Name:	Admissions Policy
Approval Authority:	Board of Trustees
Responsible Executive:	President
Responsible Office(s):	President's Council Title IX Coordinator
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Admissions Policy

Policy Statement

Noorda College of Osteopathic Medicine (Noorda-COM) is a private institution and encourages applications from qualified students who are interested in pursuing a career in osteopathic medicine, regardless of their state of permanent residence.

The College will not discriminate against disabled individuals who are otherwise qualified while expecting applicants and students to meet certain technical standards as set forth herein. In adopting these standards, the College believes it must keep in mind the ultimate safety of the patients for whom its graduates will eventually care. The standards reflect what the College believes, in its professional and academic judgment, are the minimum expectations of osteopathic medical students (and physicians) necessary for the safe, efficient, and effective delivery of medical care.

Entities Affected by the Policy

Applicants
Students
Office of Admissions
Office of the Dean

Policy Procedures

A candidate for the Doctor of Osteopathic Medicine degree must have multiple abilities and skills, including observation, communication, motor, conceptual, integrative, quantitative, behavioral, and social. This policy is applicable to all matriculated students who have documented physical, learning, and/or psychological disabilities. Technological compensation can be made for handicaps in some of these areas, but a candidate must be able to perform in a reasonably independent manner.

The development of palpatory skills used for diagnosis and treatment is a significant distinction between the educational programs in osteopathic and allopathic medical schools. Stedman's Medical Dictionary defines palpation as examination with the hands and fingers, touching, feeling, or perceiving by the sense of touch. Palpation in the osteopathic educational context is the use of touch to examine the body. Palpatory skills are used in all areas of osteopathic medical practice and are especially important in the evaluation and treatment of the musculoskeletal system. Active

participation in Osteopathic Clinical Skills Laboratory is an admission, matriculation, and graduation requirement.

The osteopathic medical profession uses a variety of treatment models, and through the skills development process, the student learns the art and skills of manipulative treatment. Psychomotor skills are developed by repeated practice. Reading and observation, although helpful, do not develop the skills required to perform palpatory diagnosis and manipulative treatment. Each student is required to actively participate in all skill development laboratory sessions. These skills are taught by treating and being treated by a cadre of students of all genders and with varying body types to simulate a medical practice setting.

The holder of a Doctor of Osteopathic Medicine degree must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for the Doctor of Osteopathic Medicine (D.O.) degree must be able to consistently, quickly, and accurately integrate all information received and have the ability to learn, integrate, analyze, and synthesize data.

Academic Requirements

Applicants are strongly advised to provide evidence of a solid foundation and to demonstrate proficiency in the biological and physical sciences. A baccalaureate degree earned from a regionally accredited college or university is required.

The preferred minimum academic requirements for admission to Noorda-COM are the following:

- Medical College Admissions Test (MCAT)
 - Total score of 500 with subsection scores of 125 is preferred.
 - MCAT scores are required and will not be waived. Applications will not be reviewed without official MCAT scores. Applications submitted without MCAT scores will be placed on hold until official MCAT scores are received. For the 2022-23 application cycle, MCAT scores from exams taken prior to January 2019 will not be accepted. We will accept MCAT scores for exams taken through September 2021.
- GPA
 - Minimum cumulative and science GPAs of 3.0 are preferred.
- Prerequisite Coursework
- Complete all of the following courses with a grade of C or higher:
 - Eight (8) semester credits of:
 - Biology/Zoology with lab (1)
 - Inorganic Chemistry with lab
 - Organic Chemistry with lab
 - ❖ Four (4) semester credits of Biochemistry may be substituted for the second semester of Organic Chemistry
 - Physics with lab

- Six (6) semester credits of:
 - English Composition and/or Literature (1)
 - Behavioral Sciences (2)
 - Psychology and sociology highly recommended
 - Math/Statistics

- The following courses are not required but are recommended as additional preparation:
 - Anatomy (3)
 - Physiology (3)
 - Immunology
 - Histology
 - Embryology
 - Philosophy
 - Medical Terminology

- AP Credit acceptable
- Please see AACOMAS Course Subjects for courses classified as behavioral sciences
- Completion of courses in anatomy and physiology is highly preferred and will give applicants a competitive advantage. Accepted students who have not completed these courses at enrollment will need to complete additional content prior to matriculation.

All of the above are required to be recorded as completed or as in progress or planned on the Academic History section of the AACOMAS application (see AACOMAS Transcript Entry instructions). The course name, number, and semester in which the prerequisite will be completed must be included.

While online prerequisite coursework is accepted, in-person coursework and labs are highly preferred. Independent study coursework is not accepted for required prerequisite courses. Prerequisite coursework completed at a community college is acceptable.

Completion of a minimum of 60 science credit hours is highly preferred and will give applicants a competitive advantage.

Substitutions or Waiver of Admissions Requirements

Prerequisite course substitutions or waivers are permitted in some situations. An applicant may request substitution or waiver of undergraduate coursework for Noorda-COM's prerequisites by submitting an Admissions Requirement Substitution/Waiver Request and supporting documentation to the Office of Admissions.

Supporting documentation may include the following:

- A faculty letter detailing course content; and,
- A copy of the course description from the College Catalog; and,
- A copy of the course syllabus.

Documentation providing the most detail will expedite the review process. For biochemistry, the information should indicate the applicant has studied intermediary metabolism or more specifically, lipid metabolism. 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.

Non-academic Achievements

Non-academic achievements also are considered, as well as a candidate's ability and desire to fulfill the mission of the College.

The Admissions Committee looks for the following non-academic achievements:

- Leadership roles in organizations
- Involvement in community organizations/projects
- Involvement in research activities
- Commitment to an organization(s) for more than two (2) years
- Participation in a domestic/international mission trip
- Work experience in the medical field (e.g., EMT, Nurse, etc.)
- Medical field volunteer experiences
- Shadowing of a physician, osteopathic or allopathic (osteopathic preferred)

Residency

We encourage qualified students interested in osteopathic medicine to apply, regardless of their current/permanent state of residence. We are looking to recruit individuals from across the country to build a diverse class to help us meet our mission of serving those living in the Intermountain West.

At this time, we are not accepting applications from international or DACA students. You must be a U.S. citizen or permanent resident to apply.

Applicant Responsibilities

Applicants aspiring to become osteopathic physicians (D.O.) 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 evaluation, transcripts, and all applicable fees.
- Applicants are responsible for reporting and updating any changes in the initially submitted application (e.g., address, telephone numbers, academic status, and state of residence).
- Applicants are responsible for responding promptly, either to accept or to decline all interview invitations and offers of admission.
- 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 15th.

Application Schedule

Applicants are encouraged to begin the application process a year prior to matriculation. The following represents a monthly guide for application preparation.

MAY

- Contact all colleges and universities attended and have official transcripts sent directly from the educational institution to AACOMAS
- Begin AACOMAS application
- Earliest application submission date: Opening date of AACOMAS

JUNE

Noorda-COM begins receiving verified applications from AACOMAS

JULY

Invitations for completion of the Noorda-COM secondary application are sent to qualified applicants

SEPTEMBER

Personal interviews begin

FEBRUARY

Primary Application Deadline: Applications must be verified by AACOMAS and received by Noorda-COM by February 1

MARCH

Secondary Application Deadline: All required supplemental materials must be submitted to Noorda-COM by March 1

Application Process

Step 1 – AACOMAS – American Association of Colleges of Osteopathic Medicine Application Service Application

AACOMAS is a web-based application for individuals seeking admission to colleges of osteopathic medicine. The application allows prospective osteopathic medical students to submit their application to osteopathic medical schools through a secured web server. AACOMAS will allow the user to create an account and spend multiple sessions completing their application. Applicants will be able to update their address, telephone number, and certain biographical information and to submit application fees online. Applicants will be notified by electronic mail when their materials have been received by AACOMAS.

AACOMAS is available for the entering class 15 months in advance (May) of matriculation through February of the matriculation year. All application materials, including detailed instructions, can be accessed through the AACOMAS Applicant Help Center.

Applicants must request that official transcripts from all colleges and universities attended be mailed directly from the institution to the AACOMAS office (see Sending Official Transcripts to AACOMAS instructions). MCAT scores also are to be forwarded directly to AACOMAS from AAMC using the online MCAT Score Reporting Service.

AACOMAS gathers all the necessary material about each applicant and transmits the information in a standardized format to the colleges of osteopathic medicine selected by the applicant. AACOMAS has no participation in the selection process. The applicant will receive from AACOMAS a computer-generated applicant profile with a calculation of GPA and MCAT averages. Noorda-COM also will receive the applicant profile, including the AACOMAS application and personal statement. Noorda-COM conducts an initial review of the transmitted AACOMAS application, MCAT scores, and academic records to determine which applications will be further processed.

Step 2 – Noorda College of Osteopathic Medicine Secondary Application

Applicants meeting the minimum initial review criteria will be invited to complete the Noorda College of Osteopathic Medicine Secondary Application. Minimum requirements for each incoming year can be found on the website at www.noordacom.org/admissions.

Applicants are encouraged to include the scheduled MCAT test dates on the AACOMAS application to indicate the intent of taking or retaking the exam.

Required Supplemental Materials

Applicants who meet minimum standards and who align with the mission, vision, and values of Noorda-COM will be invited to complete a secondary application. This application will include submission of a video and professional headshot, an attestation of minimum technical standards, letters of recommendation, and a \$100 fee (non-refundable, waived for applicants who qualify for AACOMAS Fee Waiver or AAMC Fee Assistance Program).

The following supplemental materials are required as part of the application process for the Noorda College of Osteopathic Medicine:

- A completed Noorda College of Osteopathic Medicine Secondary Application. This application will include submission of a video and professional headshot, an attestation of minimum technical standards, letters of recommendation, and a \$100 fee (non-refundable, waived for applicants who qualify for AACOMAS Fee Waiver or AAMC Fee Assistance Program).
- Letters of recommendation/evaluation are required from three following sources:
 - A Physician (preferable an osteopathic physician)
 - A science faculty member who is familiar with the applicant's academic work
 - 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 second science faculty letter or a letter from an employer may be substituted.

Due to challenges related to the COVID-19 pandemic, applicants will only be required to submit two of the three required letters of recommendation for the 2021-2022 cycle. In future cycles, all three letters will be required.

Note: Letters must be signed and on letterhead and dated within two (2) years prior to application submission. Letters from family members are not accepted.

Applicants who anticipate applying for military scholarships should obtain additional copies of the letters of recommendation written on their behalf -sealed in an envelope to ensure confidentiality- to submit with such scholarship applications. Military scholarship committees require original letters and letters submitted to Noorda-COM will not meet this requirement.

Recommending a Student for Admission

Persons interested in recommending a premedical student for admission to the college should write a letter to the Office of Admissions on behalf of the applicant. Recommenders should briefly indicate in what capacity and for how long they have known the applicant.

Areas of particular interest are:

- Applicant's motivation for osteopathic medicine
- Native intellectual ability (keenness, originality, capacity)
- Industry (promptness, application, perseverance, reliability)
- Initiative (imagination, independence, resourcefulness)
- Competence in classroom
- Competence in laboratory
- Character (integrity, honesty, responsibility, habits and ethics)
- Maturity
- Personality (strength, leadership, sense of humor)
- Attitude toward associates
- Expression (oral and written)
- Personal appearance (neatness, cleanliness, grooming)
- Patient contact
- Community service

Minimum Technical Standards for Admission and Matriculation

Communication

Communicate effectively (in English) with patients and all members of the healthcare team.

Motor Function, Strength and Mobility

Sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Mobility to attend to emergency codes and to perform such maneuvers as CPR is required. Significant limitations in these areas would negatively impact likelihood to succeed and place patient safety at risk.

Observation/Sensory Skills

Sufficient to observe demonstrations, experiments, and laboratory exercises in the biomedical and clinical sciences. Must have adequate capabilities for proper evaluation and treatment integration to be able to assess asymmetry, range of motion and tissue texture changes. Individuals who are otherwise qualified and who may have significant tactile sensory or proprioception disabilities may require a thorough evaluation.

Intellectual, Conceptual, Integrative and Quantitative Abilities

Must be able to perform cognitive functions in a time-sensitive environment in diverse clinical settings where others may be present. Must be able to draw on their store of knowledge in emergency situations.

Behavioral and Social Attributes

Sufficient personal qualities to effectively and professionally engage in team-based patient care. Promptly complete all responsibilities attendant to the diagnosis and care of patients.

Participation in Osteopathic Clinical Skills Laboratory

Students will palpate, in the laboratory setting, a variety of people, representing all genders and individuals with different body types to simulate the diversity of patients expected in a practice setting. This learning requires active participation in all sessions. Being palpated by other students helps the student appreciate how palpation feels from the patient's perspective and enables the students to provide feedback to their laboratory partners, thus enhancing the palpatory skills of all students.

The development of palpatory skills needed to diagnose and treat problems of the musculoskeletal system requires dress attire to maximize the ability to evaluate tissue texture changes, bony and soft tissue landmarks, tenderness, and range of motion.

For a more complete description, please refer to definitions.

Noorda-COM will attempt to develop creative ways of opening the medical school curriculum to competitive, qualified disabled individuals when possible. In doing so, however, the College must maintain the integrity of its curriculum and preserve those elements deemed essential to the education of an osteopathic physician.

Step 3 - Interview and Admissions Decisions

Selected applicants are invited to participate in a formal personal interview virtually via Zoom.

Applicants are evaluated on the following criteria:

- Communication style
- Professional demeanor
- Ethics, cultural and/or human sensitivity issues
- Interest in Noorda-COM and the osteopathic profession

After the interview, the Admissions Committee reviews the applicant's file along with associated metrics and then makes recommendations to the COM Dean for consideration. Applicants are notified via email as soon as a final admission decision has been made.

Enrollment Requirements

All incoming students are required to request official transcripts to be sent to transcripts@noordacom.org from all institutions where coursework and/or degrees were listed as in-progress/pending at the time of application. Transcripts should be sent after the posting of final grades and/or the conferral of degree(s). Acceptance is conditional until all official transcripts are received from institutions where a degree was earned or prerequisite coursework was completed.

Transcripts must be on file prior to matriculation. It is expected that all required coursework listed on the AACOMAS application will be completed with a grade of C or higher, and that expected degrees are completed by August 1 of the matriculation year at Noorda-COM. Transcripts must be submitted electronically to transcripts@noordacom.org.

Criminal Background Check

Prior to matriculation, all students matriculating into Noorda-COM will have a criminal background check performed at their own expense. Students will be required to undergo an additional background check towards the completion of the second year prior to matriculation to 3rd year and clinical clerkships. The background check will be performed by a certifying organization retained by

Noorda College of Osteopathic Medicine. The purpose of the background check is to satisfy federal and state requirements for individuals participating in clinical activities involving patient care, including clinical clerkships and early clinical experiences.

Noorda-COM partners with local, regional, and national clinical affiliates in order to fulfill the curricular requirements necessary to graduate. The COM must submit documentation to the liability insurance carrier for the student to be covered with medical malpractice coverage. The student upon graduation will apply for a training license at initiation of graduate medical education.

As such, if an applicant has any of the following, it would impact their ability to receive an osteopathic training medical license under the State of Utah Department of Commerce Division of Occupational and Professional Licensing and therefore can result in denial of acceptance into the COM due to the inability to meet the State of Utah qualifications for a graduate medical education training license:

- Declared by any court to be incompetent by reason of mental defect or disease and not restored
- Documented involvement as the abuser in any incident of:
 - Physical abuse
 - Mental abuse
 - Sexual abuse
 - Verbal abuse
- Within the past three (3) years, drug-or-alcohol-related
 - Termination
 - Suspension
 - Reprimand
- The possession, use or distribution of any drugs (including recreational drugs) without a valid prescription
- Any pending criminal actions
- Within the past three (3) years, been convicted of a misdemeanor or felony or pled
 - Guilty
 - No contest
- Been incarcerated for any reason in any correctional facility (domestic or foreign) or on probation/parole in any jurisdiction

Charges that were later dismissed and motor vehicle offenses such as driving while impaired or intoxicated must be disclosed; however, minor traffic offenses such as parking or speeding violations need not be listed unless they resulted in a misdemeanor charge/conviction.

Immunization and Health Requirements

Students who project themselves as future healthcare workers must protect their health and the health of future patients. All matriculating students at Noorda-COM must be vaccinated in accordance with the College's guidelines in order to pursue the clinical education aspects of the curriculum. Healthcare facilities, (hospitals, clinics, offices) require all contributing to patient care to be appropriately immunized to minimize patient risk.

Noorda-COM determines immunization requirements based upon current Centers for Disease Control and Prevention (CDC) guidelines for healthcare workers in combination with current requirements of local Clinical Affiliations. These guidelines/requirements change and are updated periodically.

The following immunizations are required for matriculation and must remain current throughout all four (4) years:

- Hepatitis B Series
- Hepatitis B Positive Titer
- Measles, Mumps, and Rubella
- Varicella
- Tetanus, Diphtheria, Pertussis
- Tuberculosis
- Influenza
- COVID-19

Applicants and students are expected to be knowledgeable of the current CDC guidelines for healthcare workers found on their website, www.cdc.gov.

In addition, all students are required to maintain personal health insurance, personal automobile insurance, and current, updated immunizations. Noorda-COM students must submit proof of personal health insurance and immunizations to the Office of Admissions before matriculating and to the Office of Clinical Education before beginning second-year early clinical experiences and again before beginning clinical clerkships. All students must report any break in coverage or change in health insurance to the Associate Dean for Student Affairs during their first two (2) years. COM students must report any break in coverage or change in health insurance or automobile insurance to the Assistant Dean for Clinical Education during the third and fourth years.

Students who fail to meet these guidelines will not be allowed to matriculate and/or may jeopardize their eligibility for participation in clinical education and/or continued enrollment.

Vaccine Exemptions

Clinical experiences are part of the basic curriculum to obtain a degree in Osteopathic Medicine and therefore Noorda-COM does not waive immunization or student health requirements for religious or personal preferences.

Students may seek a vaccination exemption for a medical condition or disability that prohibits them from getting the vaccine. Not all vaccination exemption requests will be approved. Please click here to request an exemption. If an exemption is granted, a “Known-Risk Waiver” will be required.

Religious COVID exemptions will be handled on a case-by-case basis at the discretion of the COVID task force.

Note: The Covid-19 exemption would only apply to on-campus Noorda-COM activities. Clinical affiliates may not honor the exemption. Inability to participate in clinical experiences may result in unexcused absences leading to failure of a course, academic probation, failure to progress, delay in graduation or even dismissal from the College.

Special Accommodations in the Admission Review and Process

Occasionally, a student may present with a physical problem that may contraindicate a specific type of manipulation in a specific anatomical location. A student who feels manipulation might be contraindicated is required to contact the administrative assistant for the OMM Department before the beginning of the section and present documentation of their problem.

A member of the faculty will examine the student during the first week of school. If the problem is confirmed through the examination and review of the documentation, special arrangements may be authorized. The student will be expected to actively participate in all laboratory sessions not directly affected by their specific problem.

The College provides reasonable and appropriate accommodations for students with documented disabilities. The intent of the policy is to provide each student with an opportunity to excel academically while creating an equitable environment conducive to learning. The policy will be administered consistently, fairly and in a non-discriminatory manner. The policy complies with the Americans with Disabilities Act (ADA) of 1992 and any other applicable state and/or federal laws. All applicants receiving supplementary application material for admission will be asked to certify that they have reviewed the College's Minimum Technical Standards and the Osteopathic Clinical Skills Laboratories requirements. Student accepted to the College will be required to complete a Post-Admissions Questionnaire requesting information about mental and/or physical limitations that may require accommodation while attending the College.

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA) are federal laws that prevents discrimination against applicants and individuals with disabilities and, when needed to provide reasonable accommodations to applicants who are qualified, with or without reasonable accommodations, so that they may perform the essential duties of a student.

It is the policy of Noorda College of Osteopathic Medicine (Noorda-COM) to comply with all federal and state laws concerning the enrollment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the COM policy not to discriminate against qualified individuals in regard to application procedures, acceptance, advancement, discharge, training or other terms, conditions and privileges of enrollment.

Procedures for Requesting Special Accommodations

- Applications may be submitted at any time during the academic year.
- An application for accommodations is a request for only the academic year in which it was submitted.
- If an accommodation is granted during the first academic year, a renewal application must be submitted the following year should the student desire continuation of the granted accommodations.
- Requests for special accommodations do not signify privilege until official notice is received from the Dean of the College of Osteopathic Medicine.
- All requests for special accommodations due to a physical, psychological, or learning disability must contain appropriate documentation and be directed to the Academic Accessibility Committee, which makes recommendations to the Dean of the College of Osteopathic Medicine, who makes approval decisions.

The Student's Responsibilities

Submit a completed application, which can be obtained from the office of the Dean and have all documentation forwarded (release form available in the above-mentioned offices) to the chair of the Academic Accessibility Committee.

The application form includes the following information:

- Name
- Social Security number
- Student ID number
- Address
- Telephone number
- Diagnosis of the disability and the earliest date that the disability was professionally diagnosed
- Supporting documentation must be forwarded
 - Including diagnosis
 - How it affects major life activities
 - Results of tests that were administered and interpreted
 - Name
 - Address
 - Phone number of professional(s), including physician(s) responsible for administering and interpreting tests
 - Date(s) that the tests were administered and interpreted
 - Recommendations for any accommodations
- A personal description of how the disability affects major life activities
- Define the accommodation(s) that is (are) requested

The applicant must indicate whether accommodations were granted in all previous educational environments; if accommodations were given, the applicant must provide the following:

- Name of institution(s)
- Name of person(s) [and respective department(s)] who granted accommodations
- Subject area(s) for which accommodations were granted
- Specific description of accommodations received
- Signature of student
- Date the application is submitted

Students who fail to meet these guidelines will not be allowed to matriculate.

Authorization to Release Applicant Information

Noorda-COM adheres to strict privacy protocols that specify that only the applicant can have access to the application material and the status of his/her application. If the applicant wants another party or multiple parties (i.e., parent, spouse, advisor, physician, friend) to check the status of his/her application, the applicant is required to submit in writing a signed waiver giving personnel of Noorda-COM permission to discuss all details of the application with each said individual.

Academic Accessibility Committee (AAC) Review

Review the completed forms and will follow these steps:

- In reviewing questionnaires that indicate mental and/or physical limitations, the AAC:
 - Investigates whether the disability is ADA-protected
 - Determines if the student is otherwise qualified and is capable of completing the entire program
 - Assesses the risk of the student harming self and others
- Reserves the right to request additional documentation
- May consult with any necessary healthcare providers
- May require that the student meet with any College-selected healthcare provider at the student's expense for further evaluation or testing
- Makes a formal recommendation to the Dean of the College of Osteopathic Medicine based on all of the information received regarding a student's qualification for meeting the minimum technical standards for the program.

Important Note: An application is incomplete if it does not contain documentation dated within 24 months of submission of application. The AAC may waive the 24-month requirement if additional documentation is not deemed necessary.

It is the responsibility of the student to have an evaluation and tests administered and interpreted. The AAC can refer the student to a local provider for evaluation. Any charges for an evaluation or forwarding of documentation are the student's responsibility.

Dean of the College of Osteopathic Medicine's Review

- Reviews completed forms and the AAC's recommendation and may request additional information (documentation) as necessary.
- Under urgent or emergent circumstances, the Dean may allow immediate short-term accommodations.
- Collaborates with College legal counsel in rendering a decision.
- Notifies the student by letter of the decision. A copy of the letter will be forwarded to the AAC Chair and the Office of the Registrar.

Misrepresentations in the Admissions Process

Discovery following admission or matriculation of intentional misrepresentation or omission of any information used in the application process or omission of information relative to scholastic records, test records or meeting the tenants of the technical standards will subject the student to dismissal. Matriculation will be denied to applicants who have failed to maintain a good record of scholastic performance and/or personal conduct between the time of their acceptance and their matriculation at the College. The College reserves the right to deny admission to any applicant for any reason the College deems sufficient.

Transfer Admission Policy

Students enrolled at an American Osteopathic Association Commission on Osteopathic College Accreditation-accredited osteopathic medical school or the Liaison Committee on Medical Education (LCME) may be considered for transfer admission into the second or beginning third year of medical studies at Noorda-COM upon completion of the equivalent level of medical education as currently structured at Noorda-COM and provided that a vacancy exists. Transfer applicants must be in good academic standing at their currently enrolled accredited medical school,

be eligible for continued enrollment/readmission, and present a valid and compelling reason for transfer. LCME-enrolled transfer students must successfully complete all OMM/OPP content prior to graduation from the COM. Transfer of admissions with advanced standing is at the discretion of the Dean.

Eligibility Guidelines

- Applicants who previously applied to Noorda-COM but were denied admission are not eligible for transfer.
- Applicants must be in good academic standing at the medical school currently attending (or previously attended in event of a withdrawal) and be eligible for continued enrollment or readmission.
- An applicant's premedical science and overall grade point averages and MCAT scores must be equal to or greater than the averages of the class into which they wish to transfer.
- Applicants interested in transferring to Noorda-COM as a third-year medical student must have passed COMLEX-USA Level 1.
- Applicants who have been dismissed by another osteopathic medical school are not eligible for transfer.
- Applicants from international or allopathic institutions, or from other health-related professions are not eligible for transfer admission. Such individuals must apply through AACOMAS for admission as a first-year student.

Requirements

- Noorda-COM Secondary Application and fee
- A personal statement presenting valid and compelling reasons for admission by transfer
- Official transcripts from all previously attended colleges
- A letter of evaluation and support from the dean at the current/previous osteopathic medical school
- Official scores for all MCAT exams taken
- Official scores for all COMLEX-USA Examinations taken (if applicable)
- A copy of the catalog from the osteopathic medical school transferring from
- Any documentation, in addition to the catalog, which may be needed to demonstrate satisfactory completion of the equivalent curricular content at Noorda-COM, including course syllabi for courses in clinical skills, OPP and OMM
- Two letters of recommendation

Procedures and Deadlines

- Applicant completes a Noorda-COM Secondary Application indicating interest as a transfer student and pays application fee.
- Deadline for receipt of application and fee is Feb. 1 of the year of the proposed matriculation.
- Deadline for receipt of all supporting documentation is March 1 of the year of the proposed matriculation.
- Office of Admissions reviews completed application for minimum admission qualifiers. If minimum qualifiers are met, the
- Office of Admissions contacts the Associate Dean of Clinical Education to confirm available seat.
- If space is available, the applicant's curricular content from the other osteopathic school is reviewed by the COM Dean and/or faculty with expertise in the areas of concern to ensure

content fulfills the minimum curriculum requirements of Noorda-COM and to determine transfer credit equivalencies.

- If curriculum content is appropriate for transfer consideration, applicant is invited for a personal interview.
- Interview team observations and applicant files are forwarded to the Admissions Committee for consideration.
- If the Admissions Committee recommends transfer admission, the applicant's file is forwarded to the COM Dean for final approval and confirmation of transfer credit equivalencies. Transfer credit accepted for COM is posted to the Noorda-COM transcript as a semester credit value summary with a transfer GPA; however, transfer credit may not be utilized for the determination of graduation honors.
- Only applications that are complete and received by the advertised deadline will be considered. No exceptions or deadline extensions will be approved. Incomplete applications will be withdrawn from consideration.
- Applicants who submit a completed application for transfer admission will receive written notification of the decision rendered by the Dean.
- Potential transfer students should request application information from Noorda-COM's Office of Admissions. Students who fail to meet these guidelines will not be allowed to matriculate.

Readmission

Students who withdrew from the College of their own volition may request readmission consideration by submitting a written request to the Dean at least eight (8) weeks before the start of the academic year the student wishes to return.

If the student was in good academic standing at the time of withdrawal and no more than two (2) years have passed since last enrolled, the Dean may elect to approve/disapprove the request for readmission without a formal recommendation from the Admissions Committee.

If the student was not in good academic standing at the time of withdrawal and/or it has been longer than two (2) years since last enrolled, the student must start the admissions process afresh. A new AACOMAS application and Noorda-COM College of Osteopathic Medicine Secondary Application must be submitted in addition to the request for readmission. Once the applications and all supplemental documents have been received by the Office of Admissions, the application will be reviewed for potential interview selection. If the applicant is selected for an interview and they receive a recommendation to readmit from the Admissions Committee, then the Dean will review the application for a final decision.

Definitions

Communication

Communicate effectively (in English) with patients and all members of the health-care team through

- Speaking
- Reading
- Writing
- Understand and be understood

Motor Function, Strength and Mobility

Sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Mobility to attend to emergency codes and to perform such maneuvers as CPR is required.

Examples including but not limited to:

- Emergency treatment reasonably required of physicians
 - Cardiopulmonary resuscitation
 - Heimlich maneuver
- Administration of intravenous medication
- Application of pressure to stop bleeding
- Opening of obstructed airways
- Suturing of simple wounds
- Performance of obstetrical maneuvers
- Performance of osteopathic manipulative treatment

Such actions require

Coordination of both gross and fine muscular movements

- Equilibrium
- Functional use of the senses
 - Touch
 - Vision
- Upright posture
- Sufficient lower extremity and body strength - significant limitations in these areas would negatively impact likelihood to succeed and place patient safety at risk.

Observation/Sensory Skills - Sufficient to observe demonstrations, experiments, and laboratory exercises in the biomedical and clinical sciences. Must have adequate capabilities for proper evaluation and treatment integration to be able to assess asymmetry, range of motion and tissue texture changes.

Ability to observe a patient accurately up close and at a distance through:

- Visual
- Hearing
- Tactile
- Proprioception

Individuals who are otherwise qualified and who may have significant tactile sensory, or proprioception disabilities may require a thorough evaluation.

This would include but not limited to individuals with

- Significant previous burns
- Sensory motor deficits
- Cicatrix formation
- Many malformations of the upper extremities

Proper Dress Attire

The development of palpatory skills needed to diagnose and treat problems of the musculoskeletal system requires proper dress attire to maximize the ability to evaluate tissue texture changes, bony and soft tissue landmarks, tenderness and range of motion.

All students must wear to the laboratory to allow easy access for palpation of body parts as determined by particular subject area of each lab.

- Loose fitting shirts
- Short pants/scrubs/sweats/bathing suits (no spandex)
- Female students should wear a sports bra or bathing suit top under a loose-fitting shirt to allow maximal exposure of the back
- All students should keep their shirts on unless being directly palpated
 - Scrubs may be worn in the lab with the caveats above
 - All scrubs should be in good repair and clean

Improper attire includes items that might impede palpatory and visual learning, including, but not limited to:

- Denim
- Jewelry
- Belts

Intellectual, Conceptual, Integrative and Quantitative Abilities - Must be able to perform these functions in a time-sensitive environment in diverse clinical settings where others may be present

- Concentrate
- Analyze and interpret data
- Make decisions
 - Accurately
 - Write prescriptions
 - Perform basic mathematical functions
 - Quickly read charts with minimal error
- Integrate and process information promptly and accurately under a reasonable amount of
 - Stress
 - Visual distraction
 - Auditory distraction

Must be able to draw on their store of knowledge in emergency situations.

Behavioral and Social Attributes – personal qualities that will be assessed during the admissions and educational processes.

Promptly complete all responsibilities attendant to the diagnosis and care of patients

To learn to function in the face of uncertainties inherent in clinical problems, candidates are required to:

- Fully utilize their intellectual abilities
- Tolerate physically taxing workloads
- Adapt to changing environments
- Display flexibility

- Possess emotional health
- Exercise good judgment
- Demonstrate mature, sensitive, and effective relationships with patients through
 - Compassion
 - Integrity
 - Empathy
 - Interpersonal skills
 - Interest and motivation

Noorda-COM will attempt to develop creative ways of opening the medical school curriculum to competitive, qualified disabled individuals when possible. In doing so, however, the College must maintain the integrity of its curriculum and preserve those elements deemed essential to the education of an osteopathic physician.

Responsibilities

Students

Dean

Academic Accessibility Committee

Office of Admissions

Associate Dean for Student Affairs

Associate Dena for Academic Affairs

OPP Department Chair

Policy Violations

Discovery following admission or matriculation of intentional misrepresentation or omission of any information used in the application process or omission of information relative to scholastic records, test records or meeting the tenants of the technical standards will subject the student to dismissal. Matriculation will be denied to applicants who have failed to maintain a good record of scholastic performance and/or personal conduct between the time of their acceptance and their matriculation at the College. The College reserves the right to deny admission to any applicant for any reason the College deems sufficient.

Interpreting Authority

Dean

Academic Accessibility Committee

Statutory or Regulatory References

Americans with Disabilities Act (ADA) of 1992 State of Utah Qualifications for Licensure 58-68-302

State of Utah Student Admission and Enrollment Requirements 152-34-4(3)

Relevant Links

https://le.utah.gov/xcode/Title58/Chapter68/58-68-S302.html?v=C58-68-S302_2018050820180901

https://dopl.utah.gov/do/restricted_assoc_do_application.pdf

Policy Adoption Review and Approval

Dean's Council