



**Kansas City University  
Of Medicine and Biosciences**  
Policy Library

**Admissions (EM) Policy #1.1**

Policy Name: COM Admissions Policy  
Approval Authority: COM Dean  
Responsible Executive: COM Dean  
Responsible Office(s): Admissions, Admissions Committee

Effective: 7-29-2010  
Last Revised: 7/2/12 for fall 2013 admission

## KCUMB-COM Admissions Policy

### Policy Statement

The Admission policies of Kansas City University of Medicine and Biosciences-College of Osteopathic Medicine (KCUMB-COM) are designed to assist in the selection of those students who are most likely to benefit from, and contribute to, the educational opportunities offered at the University. COM applicants have a variety of educational backgrounds and are often grouped by their educational accomplishments for the purpose of admission consideration and processing. KCUMB-COM applicant groups include:

- Undergraduate students
- Graduate Students
- KCUMB College of Biosciences students
- Non-traditional students (those student have completed their undergraduate degree and have been out of school for more than 1 year)
- Transfer Students (students who are currently attending another COM institution)
- International Students (students who are not US residents or permanent residents)
- Partner Program Students (students who are currently in their sophomore year of undergraduate study)

COM Applicant Eligibility Guidelines:

Completion of an undergraduate degree from an accredited secondary institution or an institution that is comparable to a regionally accredited U.S. college or university. **Exceptions are made for those students accepted through our Partners Program.**

Applicants who have previously been dismissed from a professional degree program are not eligible for admission consideration.

Applicants must complete with a grade of "C" or higher the following college courses, including laboratory work:

- English Composition and/or Literature: 6 Semester Hours
- Chemistry: 13 Semester Hours
- Biochemistry (in addition to 13 hours of chemistry): 3 Semester Hours
- Physics: 8 Semester Hours
- Biological Sciences: 12 Semester Hours
- Genetics (in addition to 12 hours of biological sciences): 3 Semester Hours

All of the above 45 semester hours are required to be recorded as "taken" or as "not yet taken/to be completed" (NY) on the Academic Record section of your AACOMAS application (see

AACOMAS application instructions). The course name, number and semester in which the prerequisite will be completed must be included.

College of Osteopathic Medicine (COM) applicants must, through the application and admission process, submit the following information; AACOMAS application, MCAT scores, transcripts, science GPA, and cumulative GPA.

Minimum MCAT and GPA qualifiers for admission consideration are recommended by the Admissions Committee annually and approved by the COM Dean. Prospective students should contact the Office of Admissions to verify minimum criteria each year.

Applicants are strongly advised to provide evidence of a solid foundation and to demonstrate proficiency in the biological and physical sciences, including anatomy, bacteriology and mathematics. Further, applicants are encouraged to have taken courses in sociology, philosophy, psychology and medical terminology.

The ability to use a personal or network computer has become an integral part of the KCUMB curriculum and is becoming a clinical necessity. Each entering student must have a good working knowledge of common PC use and applications. First-year students are required to own a laptop computer. For additional information, see computer specifications for incoming students.

## Entities Affected by the Policy

Office of Admissions  
Admissions Committee  
Admissions Sub-Committee  
Applicants  
COM Dean

## Policy Background

Reviewed annually

## Policy Procedures

### Fall 2013 COM Applicant/Matriculant Requirements as Approved 7/2/12

#### **KCUMB-COM Applicants-General Information**

- The applicant will complete an application through AACOMAS which will require submitting to AACOMAS official transcripts from all colleges/universities attended
- Admissions Office staff reviews AACOMAS Applications to determine who will receive a KCUMB-COM Secondary Application.
- Credentials used to determine Secondary Application invite include:
  - Automatic Secondary Application invite from Admissions Office - Minimum 23 MCAT with at least a 7 in all sub-categories, and a minimum 3.25 science and overall/cumulative GPA.
  - Invitation to Complete Secondary Application through Special Review of Admissions Sub-Committee - Minimum 21 MCAT with at least a 7 in the science sub-category and a 6 in the physical and verbal sub-categories (if applicable), and a minimum 3.00 sciences and overall/cumulative GPA
- Applicants selected to receive Secondary Application complete application online and submits application fee of \$50.00 (includes minimum technical standards statement and supplemental documentation requirements)
- Applicant submits 3 letters of recommendation
  - DO or MD letter of recommendation
  - 2 letters of recommendation from either science faculty or pre-med advisor and/or committee
- Admissions Office staff reviews Secondary Application data, if applicant fulfills minimum criteria and there are no concerns with the applicants responses to the Secondary Application questions, the Admissions Office invites applicant to an on-campus interview.
- Credentials used to determine interview invite include:
  - Automatic invite to Interview from Admissions Office – Minimum 23 MCAT, minimum 3.25 science and cumulative GPA, and minimum KCUMB-COM Admissions Rubric Pre-Qualifier score of 6. (Note: some flexibility is allowed if applicant meets/exceeds 3 of the 4 stated criteria and the remaining criterion is only slightly below stated minimums).
  - Invitation through Special Review of Admissions Sub-Committee - Minimum 21 MCAT, minimum 3.00 sciences and overall/cumulative GPA, and minimum KCUMB-COM Admissions Rubric Pre-Qualifier score of 6.
- Applicant accepts invitation for on-campus interview (if extended) and selects preferred interview date by utilizing our on-line scheduling process.
- Admissions Office works in collaboration with the Admissions Committee co-chair and/or Associate Dean of Student Affairs to arrange interviews.
- Applicant engages in interview and the interview team provides feedback to Admissions who then calculates their admissions score and provides it to the Admissions Committee for consideration
- Admissions Committee reviews all interview credentials/scores and makes admissions recommendations (admit, wait list, deny) to the Dean of COM
- Dean of COM reviews the recommendations of the Admissions Committees and approves/denies
- Admissions Office generates letters to applicants depending on Dean of COM's decision to offer admission, place on wait list, or not admit.
- Applicant accepts admission offer (if extended)
- Accepted applicant submit supplemental documentation by stated deadlines
  - Immunization records

- Accept fee of \$1000
- Matriculation fee of \$1000
- Background check form
- Confirmation of Health Insurance Coverage
- Final transcripts
- Accepted applicants with completed files participate in New Student Orientation and confirm registration – thereby completing the admissions process.
- Any concerns regarding applicant eligibility throughout any step in the admissions process should first be directed to the Director of Admissions. Upon review and in full compliance with existing admission policy and standards, if the Director of Admissions and/or Vice President for Enrollment Management determines that additional consideration of the applicant is warranted, the applicants file is then taken to the Admissions Sub-Committee for review and consideration. If the Admissions Sub-Committee determines that the applicant should move forward in the admissions process, then the Admissions Office and/or Admissions Committee responds accordingly. All applicants who have progressed through the entire admissions process are presented to the Admissions Committee for consideration and review. The Admissions Committee provides admission candidacy recommendations to the COM Dean who then makes the final admission decision.

### **International Applicants**

International applicants whose native language is not English must also demonstrate objective competency in English by either (1) completing the Test of English as a Foreign Language (TOEFL) within two years of the applicants anticipated matriculation date with a minimum score of 79 for the IBT (Internet Based Testing) and a minimum score of 26 on the speaking component, or (2) by successfully completing a minimum of 30 semester hours of course work from a regionally accredited college/university in the United States, or from a recognized post secondary Canadian institution that uses English as its primary language of instruction and documentation, not more than 3 years prior to the applicants anticipated matriculation. Of the 30 semester hours, 15 hours must be in the sciences, 6 hours in non-remedial English and 3 hours in speech/public speaking. Should an offer of admission be extended, international applicants must provide evidence of sufficient funding to cover the entire length of the program. The applicant must complete and submit a Financial Responsibility form with all supporting bank (preferably a US bank) and/or financial documentation to the KCUMB Office of Admissions. Once received, the financial documentation is reviewed by the Department of Finance for verification and is subject to approval before the issuance of an I-20 form by the Registrar.

### **Transfer Students**

Students enrolled at a AOA-COCA accredited osteopathic medical school may be considered for transfer admission into the second or beginning third year of medical studies at KCUMB-COM upon completion of the equivalent level of medical education as currently structured at KCUMB-COM, and provided that a vacancy exists. Transfer applicants must be in good academic standing at the school where they are currently enrolled, be eligible for continued enrollment/readmission, and present a valid and compelling reason for transfer.

### **Partner Program Students**

Based upon a mutual respect for the integrity of parallel academic programs and in an effort to better serve students intending to pursue a career in osteopathic medicine, KCUMB-COM has developed the Kansas City University of Medicine and Biosciences-College of Osteopathic Medicine Partners Program. The following undergraduate institutions are members of the KCUMB-COM Partner Program:

Avila University  
Central Methodist University  
Culver-Stockton University  
Drury University

Harris-Stowe State University  
Missouri Western University  
Pittsburg State University  
Rockhurst University  
William Jewell College  
University of Missouri-St. Louis  
University of St. Mary's

Partners Program Eligibility:

- Selection of the students into the Partners Program will be based upon the following:
  - ACT Score (minimum of 28)
  - Freshman year academic performance
  - Community service
  - Undergraduate and high school activities
  - Knowledge of and dedication to the field of osteopathic medicine.
- Students selected for the Partners Program must have taken and completed the following courses with a grade of "C" or higher at their undergraduate institution:
  - Biological sciences 12 hours
  - Genetics 3 hours (in addition to 12 hrs biological sciences)
  - Chemistry 13 hours
  - Biochemistry 3 hours (in addition to 13 hours of chemistry)
  - Physics 8 hours
  - English composition and or/ 6 hours
  - Literature
- Initial selection shall be made by the undergraduate pre-med committee after their interview. The student will then be required to select an interview day at KCUMB-COM where he/she will participate in a full interview day. The Director of Admissions and the Associate Dean for Student Affairs will conduct all on campus interviews of Partner Program students and make a recommendation to the Admissions Committee.
- During the summer after the student's junior year and before matriculation into KCUMB-COM, KCUMB-COM shall conduct a Summer Learning Enhancement Program (SLEP). This program will include sessions on study skills, time management, medical terminology, the medical curriculum, and basic science review. This program will run for three weeks and attendance is mandatory.
- The MCAT will not be required for admission through the Partners Program.
- In order to remain in the program, students must maintain an overall GPA of 3.25 and a science coursework GPA of 3.5, both on a 4 point scale at their undergraduate institution. Failure to maintain the required overall GPA and science coursework GPA may disqualify the student from continuing in the program. Forfeited positions may be replaced by a joint decision between KCUMB-COM and the undergraduate institution.
- Students selected into the Partners Program must complete a minimum of 90 hours of coursework at their undergraduate institution before matriculation into KCUMB-COM.

## Definitions

MCAT – Medical College Admissions Test  
AACOMAS – American Association of Colleges of Osteopathic Medicine Application Service  
IBT – Internet Based Testing  
TOEFL – Test of English as Foreign Language

## Responsibilities

Office of Admissions	All communication, processing and coordination of activities associated with various applications
Admissions Sub Committee	Reviews applicant files for secondary application and/or interview eligibility for those applicants with GPA's in the 3.00-3.24 range, MCAT scores in the 21-22 range, and/or applicants with red flags; assists with the review of applicant eligibility, processing and/or admission decision challenges/complaints.
Admissions Committee	Reviews feedback from interview team and applicants baseline admissions criterion and makes admission candidacy recommendations to the COM Dean; annually reviews admissions trending data and makes admission criterion recommendations for next admission cycle.
COM Dean	Approves/revises COM admission consideration criterion; Makes final admission decision for COM applicants.

## Violations of the Policy

Should these policies be violated or compromised, the University may be subject to sanctions by our various accrediting bodies and/or place ourselves at risk for federal litigation.

## Interpreting Authority

COM Dean

## Statutory or Regulatory References

AOA-COCA	<u>Standard Two: Governance, Administration, and Finance.</u> While all elements of Standard 2 must be met, of particular relevance is: 2.1.1 Responsibilities of the COM administrative and academic officers and faculty must be clearly defined in the COM, and/or its parent institution's bylaws, or other equivalent documents. <u>Standard Five: Students.</u> While all elements of Standard 5 must be met, of particular relevance is: 5.1.1 To ensure the COM meets its mission and objectives, the COM must tie its admission process and criteria to the outcome performance of its graduates.
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## Relevant Links

<http://www.aacom.org/Pages/default.aspx>

<http://www.osteopathic.org/inside-aoa/accreditation/Pages/default.aspx>

## Policy Adoption Review and Approval

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|---------------|--|
| June 26, 2012 | Edits endorsed by Admissions Committee forwarded to Dr. Haug, Executive Vice President for Academic and Medical Affairs/Dean of the College of Osteopathic Medicine for consideration with recommended implementation being the start of the COM 2017 recruitment cycle (July 2012 for Fall 2013 admission). |
| July 2, 2012  | Revised policy approved by Dr. Haug, Executive Vice President for Academic and Medical Affairs/Dean of the College of Osteopathic Medicine.  |



**Kansas City University  
Of Medicine and Biosciences**  
Policy Library

**Admissions (EM) Policy #1.2**

Policy Name: COB Admissions Policy  
Approval Authority: COB Dean  
Responsible Executive: COB Dean  
Responsible Office(s): Admissions

Effective: 07/11/2011  
Last Revised: 7/3/2012

## KCUMB-COB Admissions Policy

### Policy Statement

The Admission policies of Kansas City University of Medicine and Biosciences – College of Biosciences are designed to assist in the selection of those students who are most likely to benefit from and contribute to the educational opportunities offered at the University. COB applicants have a variety of educational backgrounds and are often grouped by their educational accomplishments for the purpose of admission consideration and processing. KCUMB-COB applicant groups include:

- Undergraduate students
- Graduate Students
- Non-traditional students (those student have completed their undergraduate degree and have been out of school for more than 1 year)
- International Students (students who are not US residents or permanent residents)

#### **COB Applicant Eligibility Guidelines:**

Completion of an undergraduate degree from an accredited secondary institution or an institution that is comparable to a regionally accredited U.S. college or university.

Applicants must submit KCUMB-COB application, MCAT scores and official transcripts from all previously attended colleges and/or universities. For admission consideration into the Biomedical Sciences research track applicants must also submit a GRE or other relevant graduate examination.

Minimum MCAT and/or GRE, and GPA qualifiers for admission consideration are determined annually by the COB Dean. Students should contact the Office of Admissions to verify minimum criteria each year.

#### COB – Master of Arts in Bioethics

Applicants to the College of Biosciences – Master of Arts in Bioethics program do not have any prior course requirements for entrance. However, COB applicants who are ultimately interested in pursuing medical school are strongly encouraged to complete the following courses prior to enrollment in the Bioethics program:

- English Composition and/or Literature: 6 Semester Hours
- Chemistry: 13 Semester Hours
- Physics: 8 Semester Hours
- Biological Sciences: 12 Semester Hours
- Genetics: 3 Semester Hours
- Biochemistry: 3 Semester Hours

#### COB – Master of Science in Biomedical Science

Applicants to the College of Biosciences – Master of Science in Biomedical Sciences programs must complete with a grade of “C” or higher the following college courses, including laboratory work:

- English Composition and/or Literature: 6 Semester Hours
- Chemistry: 13 Semester Hours
- Physics: 8 Semester Hours
- Biological Sciences: 12 Semester Hours

The ability to use a personal or network computer has become an integral part of the KCUMB-COB curriculum. Each entering student must have a good working knowledge of common PC use and applications. Students in the COB programs are required to own a PC or laptop computer. For additional information, see computer specifications for incoming students.

## Entities Affected by the Policy

Office of Admissions  
Admissions Committee  
Admissions Sub-Committee  
Applicants  
COB Dean

## Policy Background

Historically, Admissions policy for COB and procedure has been documented in our catalog and on the website. As we embrace Enrollment Management we wanted to have a formal documentation of our procedures and operational practices as related to this policy.

## Policy Procedures

### **COB Applicant/Matriculant Requirements as Approved 7/11/11**

#### **Master of Science - Biomedical Sciences 1-Year Track**

- Applicant completes a COB application and submits application fee of \$30.00.
- Applicant submits MCAT scores
  - Substitution may be allowed if applicant is ultimately wanting to pursue other health professional school admittance (i.e., Dental, Veterinary, or Pharmacy)
- Applicant submits 2 letters of recommendation
  - Prefer academic recommendation letters from science professors to attest to students' ability to perform in a graduate setting.
- Applicant submits official transcripts from all universities and colleges previously attended directly to KCUMB.
- Applicant submits essay and resume according to application guidelines.
- Admissions Office staff reviews applicant data to determine if minimum criteria for admission consideration is met and makes recommendations to COB Dean
  - Minimum 19 MCAT with no less than a 6 in all subject areas, and a minimum 3.00 science and cumulative GPA.
- COB Dean reviews applicant data and makes decision to admit or not to admit.
- Admissions Office staff generates letters to applicants reflective of COB Deans decision.
- If offer of admission is extended, applicants submit supplemental documentation by advertised deadlines (and before matriculation in most cases)
  - Immunization records
  - Matriculation fee of \$500
  - Background check form
  - Final transcripts

**Master of Science – Biomedical Sciences Research Track**

- Applicant completes an application and submits application fee of \$30.00.
- Applicant submits MCAT and/or GRE scores
- Applicant submits 2 letters of recommendation
  - Prefer academic recommendation letters from science professors to attest to students' ability to perform in a graduate setting.
- Applicant submits official transcripts from all universities and colleges previously attended directly to KCUMB.
- Applicant submits essay and resume according to application guidelines.
- Applicant submits information regarding research interests (upon request from Office of Admissions)
- Admissions Office staff reviews applicant data to determine if minimum criteria for admission consideration is met and makes recommendations to COB Dean
  - Minimum GRE score of 1000 with no less than 500 on either subject area, or Minimum MCAT score of 19 with no less than a 6 in all subject areas, and a minimum 3.00 science and cumulative GPA.
- Complete interview with Dean of COB (on-campus or phone)
- COB Dean reviews applicant data and makes decision to admit or not to admit.
- Admissions Office staff generates letters to applicants reflective of COB Deans decision.
- If offer of admission is extended, applicants submit supplemental documentation by advertised deadlines (and before matriculation in most cases)
  - Matriculation fee of \$500
  - Background check form
  - Final transcripts

**Master of Arts - Bioethics 1-Year Track**

- Applicant completes a COB application and submits application fee of \$30.00.
- Applicant submits MCAT scores
  - Substitution may be allowed if applicant is ultimately wanting to pursue other health professional school admittance (i.e., Dental, Veterinary, or Pharmacy)
- Applicant submits 2 letters of recommendation
  - Prefer academic recommendation letters from science professors to attest to students' ability to perform in a graduate setting.
- Applicant submits official transcripts from all universities and colleges previously attended directly to KCUMB.
- Applicant submits essay and resume according to application guidelines.
- Admissions Office staff reviews applicant data to determine if minimum criteria for admission consideration is met and makes recommendations to COB Dean
  - Minimum 19 MCAT with no less than a 6 in all subject areas, and a minimum 3.00 science and cumulative GPA.
- COB Dean reviews applicant data and makes decision to admit or not to admit.
- Admissions Office staff generates letters to applicants reflective of COB Deans decision.
- If offer of admission is extended, applicants submit supplemental documentation by advertised deadlines (and before matriculation in most cases)
  - Immunization records
  - Matriculation fee of \$500
  - Background check form
  - Final transcripts

**Master of Arts - Bioethics Continued Education Track**

- Applicant completes a COB application and submits application fee of \$30.00.
- Applicant submits MCAT, GRE or other Graduate Admission Test if previously taken (not required element for admission consideration)
- Applicant submits 2 letters of recommendation
  - Prefer academic recommendation letters from science professors to attest to students' ability to perform in a graduate setting.
- Applicant submits official transcripts from all universities and colleges previously attended directly to KCUMB.
- Applicant submits essay and resume according to application guidelines.

- Admissions Office staff reviews applicant data to determine if minimum criteria for admission consideration is met and makes recommendations to COB Dean
  - Minimum 3.00 science and cumulative GPA.
- COB Dean reviews applicant data and makes decision to admit or not to admit.
- Admissions Office staff generates letters to applicants reflective of COB Deans decision.
- If offer of admission is extended, applicants submit supplemental documentation by advertised deadlines (and before matriculation in most cases)
  - Immunization records
  - Matriculation fee of \$500
  - Background check form
  - Final transcripts

### **International Applicants**

International applicants whose native language is not English must also demonstrate objective competency in English by either (1) completing the Test of English as a Foreign Language (TOEFL) within two years of the applicants anticipated matriculation date with a minimum score of 79 for the IBT (Internet Based Testing) and a minimum score of 26 on the speaking component, or (2) by successfully completing a minimum of 30 semester hours of course work from a regionally accredited college/university in the United States, or from a recognized post secondary Canadian institution that uses English as its primary language of instruction and documentation, not more than 3 years prior to the applicants anticipated matriculation. Of the 30 semester hours, 15 hours must be in the sciences, 6 hours in non-remedial English and 3 hours in speech/public speaking.

Should an offer of admission be extended, international applicants must provide evidence of sufficient funding to cover the entire length of the program. The applicant must complete and submit a Financial Responsibility form with all supporting bank (preferably a US bank) and/or financial documentation to the KCUMB Office of Admissions. Once received, the financial documentation is reviewed by the Department of Finance for verification and is subject to approval before the issuance of an I-20 form by the Registrar.

- The applicant will complete an application and application fee of \$30.00.
- Test scores consistent with desired program (see above guidelines)
- Submit 2 letters of recommendation: Prefer academic recommendation letters to attest to students' ability to perform in a graduate setting.
- Submit official transcripts from all universities and colleges attended directly to KCUMB.
- Submit essay and resume according to application guidelines
- Submit information regarding research interests (upon request from Office of Admissions) *\*for COB-Biomedical Sciences Research Track only*
- Complete interview with Dean of COB program (on-campus or phone) *\*for COB-Biomedical Sciences Research Track only*
- Submit supplemental documentation
  - Immunization records, if applicable to program
  - Matriculation fee of \$500
  - Background check form
  - Final transcripts
  - Submit a Financial Responsibility form with all supporting bank (preferably a US bank) and/or financial documentation
  - Credit report

## Definitions

MCAT – Medical College Admissions Test

GRE – Graduate Record Examination

MAT – Miller Analogies Test

IBT – Internet Based Testing

TOEFL – Test of English as Foreign Language

## Responsibilities

Office of Admissions	All communication, processing and coordination of activities associated with various applications
Admissions Committee	Review feedback from interview team and applicants baseline admissions criterion, make admission recommendations
COB Dean	Approve/deny admission

## Violations of the Policy

Should these policies be violated the university may be subject to sanction by our various accrediting bodies.

## Interpreting Authority

COB Dean

## Statutory or Regulatory References

## Relevant Links

<http://www.kcumb.edu/academics/Biomed/index.asp>  
<http://www.kcumb.edu/acad3/bioethics/index.asp>  
[http://www.kcumb.edu/adm2/COB\\_Application.pdf](http://www.kcumb.edu/adm2/COB_Application.pdf)

## Policy Adoption Review and Approval

June 8, 2011 - Office of Admissions recommended policy adoption  
July 11, 2011 - Dean Rushing approved policy  
July 3, 2012 - Dean Rushing reviewed policy and approved with no changes.