

MD PROGRAM ADMISSIONS

Admissions Prerequisites for the College of Medicine (200)

The Oklahoma State Regents for Higher Education require that all applicants must have verification of the following prerequisite courses (to be completed prior to matriculation).

- General Zoology/Biology with lab: 1 Semester
- General Chemistry: 2 Semesters
- Organic Chemistry: 2 Semesters
- Physics: 2 Semesters
- Genetics, Cellular Biology or Molecular Biology (your choice): 1 Semester
- English: 2 Semesters
- Psychology, Sociology, Philosophy or Humanities (any combination): 3 Semesters

In addition, it is **recommended** that applicants take the following courses:

- Biochemistry 1: Semester
- A writing-intensive English course¹: 1 Semester

¹ A writing-intensive course should include instructional objectives and graded assignments that are designed to enhance college-level writing skills.

A letter grade of "C" or better is required in the prerequisite courses. Pass/Fail grading, advanced placement and CLEP courses are accepted if a subsequent higher course is taken for a letter grade.

This policy will be reviewed by the Admissions Board once every five years. The Medical Education Committee may request an interim review at any time.

- **Policy Date:** 1/31/91
- **Approved By: Faculty Board:** 5/25/10, **State Board of Regents:** 9/23/10, **Admissions Board**
- **Date Revised:** 5/29/18
- **Date Reviewed:** 8/5/2021

Admissions Process and Standards (201)

Purpose: Delineate the Admissions Processes and Standards for The University of Oklahoma College of Medicine.

Application Process

Eligible Applicants must meet the following Oklahoma State Regents for Higher Education (OSRHE) Requirements.

- A U.S citizen or hold a permanent visa.
- Minimum of 90 semester hours completed by matriculation.
- Meet the minimum MCAT and GPA.

In addition, according to OSRHE policy:

- Equally qualified Oklahoma applicants must be given priority over out-of-state applicants.

- Up to 25 percent (25%) of the class admitted annually may be composed of non-resident applicants.

College of Medicine (COM) Admissions Board

- Will adhere to all published AAMC and AMCAS® admissions policies and procedures.
- Establishes additional admissions requirements and processes for the M.D. program.

Receiving Applications

- All applications for the first year class will be received through the American Medical College Application Service® (AMCAS®) operated by the Association of American Medical Colleges (AAMC).
- All applicants will receive a COM secondary application.
- All applicants will pay an application fee, except for those offered an AMCAS® Fee Waiver.
- No applicant is admitted with advanced standing.

Holistic Review Process

The COM will use a holistic decision making process, utilizing both cognitive and non-cognitive metrics to make admissions decisions.

Screening of Applicants and Granting of Interviews

The Admissions Board has established the following process and criteria that the Associate Dean for Admissions shall use for the granting of interviews.

The Associate Dean for Admissions screens all eligible applicants that meet the minimum application requirements. An interview rank order list of applicants will be generated in order of applicants' decreasing cognitive scores.

The cognitive score shall be a combination of an applicant's most recent Medical College Admissions Test® (MCAT®) score (no older than two (2) years from application year) and BCPM grade point average (GPA) as presented on the applicant's AMCAS® verified application.

If an applicant attends an undergraduate/graduate institution that does not calculate a GPA for all coursework that AMCAS® uses to calculate the BCPM GPA, the applicant's cognitive score shall be based solely on the MCAT® score.

Oklahoma residents will be granted an interview by starting at the highest cognitive score and then selecting the next immediately lower score in a rank-ordered sequence.

Non-resident applicants will be rank-listed in a similar fashion. In addition, non-residents will be reviewed by the Associate Dean for Admissions, for ties to the state of Oklahoma. These ties include but are not limited to previous residence in Oklahoma, attendance at an Oklahoma undergraduate college, or family members living in Oklahoma.

A sufficient number of interview offers shall be extended to ensure an adequate Class size.

No applicant is guaranteed an interview.

Interview Process and Scoring

An interview score will be generated by use of an in-person interview using members of the interview subcommittee of the Admissions Board. To be considered for acceptance, an applicant must obtain a minimum interview score, established annually by the Admissions Board. All

interviewed applicants will be ranked on a scale using a weighted formula (determined by the Board) of the combined cognitive and interview scores.

Admissions Board Role Regarding Acceptance

The Admissions Board will make all final admissions decisions. Admissions decisions will be made by issuing a conditional acceptance decision to the individual with the highest total score and selecting the next individual with the next immediately lower score in a rank-ordered sequence. The number of conditional acceptances will be determined by the Admissions Board.

The offer of a conditional acceptance is a firm one based on the applicant's performance to date and maintenance of standards, academic and personal, that led to the acceptance. The applicant must officially accept the offer within the indicated timeframe.

A wait-list of applicants will be generated. Applicants may be accepted from the wait-list no later than the day prior to matriculation. All wait-listed applicants will receive a final accept or reject decision once the Class is finalized.

Entrance Requirements Prior to Matriculation

Prior to matriculation a conditionally-accepted student must:

1. Complete all prerequisites as per Policy 200.
2. Complete a required criminal background check (COM Policy 320) and urine drug screen (OU-Health Sciences Policy 2.8).
3. Provide the COM with final, official transcript from all previously attended undergraduate and graduate institutions prior to matriculation.
4. Maintain the standards, academic and personal, that led to the acceptance.

Relevant OSRHE policy 3.25.3

Relevant OU Regent Policy 2.11.3

- **Policy Date:** 6/26/89
- **Approved By:** Executive Dean COM , Admissions Board 9/25/17
- **Date Revised:** (Replaced old 201, 202, and 206), 5/29/18
- **Date Reviewed:** 8/5/2021

Technical Standards for Medical School Admission, Retention, Promotion, and Graduation (203)

Purpose

A doctor of medicine degree certifies that a graduate has attained a broad base of knowledge in medicine and the basic skills required for entry into residency training and medical licensure. Faculty deliver a program and curriculum in which students are required to demonstrate competency in the areas of medical knowledge, patient care, communication and interpersonal skills, professionalism, practice-based learning and improvement, and system-based practice.

The purpose of this policy is to set forth the technical standards, which, in conjunction with the published academic standards, are required for admission to, retention and promotion within, and graduation from The University of Oklahoma College of Medicine MD Program.

Policy Statement - Technical Standards

A candidate for admission, retention/promotion, or graduation must be able to demonstrate, with or without reasonable accommodation, the following academic and non-academic abilities and characteristics defined as "technical standards" in six core areas:

1. **Observation**
Candidates must be able to observe demonstrations and participate in scientific experiments, including but not limited to such things as cadaver dissections; gross examination of normal and pathologic tissue specimens; and microscopic study of microorganisms and tissues in normal and pathologic states. Candidates must be able to accurately observe patients and assess findings. They must be able to, in conventional clinical settings, obtain a medical history and perform a complete physical examination in order to integrate findings based on these observations and to develop an appropriate diagnostic and treatment plan.
2. **Communication**
Candidates must be able to communicate effectively and efficiently with patients, their families, and members of the health care team. They must be able to obtain a medical history in a timely fashion, interpret non-verbal aspects of communication, establish therapeutic relationships with patients, and maintain effective professional relationships with other members of the health care team. Candidates must be able to record information accurately and clearly, and communicate effectively in English with other health care professionals in a variety of clinical settings.
3. **Physical Abilities and Motor Skills**
Candidates must possess the physical abilities and motor skills to perform physical examinations and diagnostic maneuvers. They must adhere to universal precaution measures and meet safety standards applicable to inpatient and outpatient settings and other clinical activities.
4. **Intellectual and Conceptual**
Candidates must have sufficient cognitive (mental) abilities and effective learning techniques to assimilate and apply the detailed and complex information presented in and encountered throughout the medical school curriculum. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; and use of computer technology. Candidates must be able to memorize, measure, calculate, reason, analyze, integrate, synthesize, and transmit information across modalities. They must recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events. They must be able to formulate and test hypotheses that enable effective and timely problem solving in diagnosis and treatment of patients in a variety of clinical modalities.
5. **Social, Emotional and Behavioral**
Candidates must demonstrate the maturity and emotional stability required for full use of their intellectual abilities. They must possess the emotional stability and health to exercise good judgment, complete all responsibilities, and tolerate the physical, mental and emotional stress often experienced during training and patient care. Candidates must be able to work effectively, respectfully, and professionally as part of the healthcare team, and to interact with patients, their families, and health care personnel in a courteous, professional, and respectful manner. They must be able to tolerate physically taxing workloads and long work hours, to function effectively under stress, and to display flexibility and adaptability to

changing environments. They must be capable of regular, reliable, and punctual attendance for required class sessions and in regard to their clinical responsibilities. Candidates must accept responsibility for their learning; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes when necessary.

6. Ethical, Professional and Legal

Candidates must behave in an ethical, professional, and moral manner consistent with professional values and standards. Candidates must meet the legal standards to be licensed to practice medicine in the State of Oklahoma. As such, candidates for admission must strictly comply with AMCAS instructions on reporting criminal offenses or disciplinary action taken against them prior to matriculation. In addition, candidates charged with any criminal offenses while in medical school have an affirmative obligation to immediately notify the associate dean responsible for student affairs. Failure to disclose prior or new offenses can lead to disciplinary action that may include dismissal.

Accommodation

The technical standards are not intended to deter from participation any candidate for admission, promotion, or graduation for whom reasonable accommodation will allow fulfillment of the program requirements. The College of Medicine is in compliance with Section 504 of the Rehabilitation Act, as amended, and The Americans with Disabilities Act of 1990, as amended. The Disability Resource Center (DRC) maintains a current copy of the technical standards defined in Section II at all times.

It is the candidate's responsibility to request a reasonable accommodation from the DRC. Any requested accommodation that requires the College of Medicine to substantively alter

1. the curriculum or,
2. the requirements related to its Educational Program Objectives will not be considered reasonable.

The College of Medicine will rely on the DRC's determination as to the reasonableness of any accommodation based on the published technical requirements. A candidate may appeal the DRC determination with the University Equal Opportunity Office in accordance with prevailing University grievance procedures.

Notification

1. Candidates for Admission

Any conditionally accepted applicant who cannot meet the technical standards as defined in Section II, with or without reasonable accommodation, will not be permitted to matriculate and will be notified in accordance with current policies on Admission to the College of Medicine.

2. Candidates for Retention, Promotion or Graduation

Any candidate who cannot meet the technical standards as defined in Section II, with or without reasonable accommodation, will not be permitted to continue in the program and will be notified in accordance with current policies on Promotion within the College of Medicine.

- **Policy Date: 10/22/96**
- **Approved By: Faculty Board College of Medicine, Admissions Board, Disability Resource Center, Legal Counsel, Medical Education Committee**

• **Date Revised: 9/10/18**

• **Date Reviewed: 8/5/2021**

Admissions Board (204)

Purpose: Delineate the Admissions Board Processes and Standards for The University of Oklahoma College of Medicine.

The College of Medicine (COM) Admissions Board composition and conduct of business shall be in compliance with relevant and required Liaison Committee on Medical Education (LCME) accreditation standards dealing with medical school admissions policies and procedures.

Board Structure and Terms

The Admissions Board consists of eleven (11) members serving staggered three-year terms. The majority of the Board voting members are full-time faculty members of the COM.

The Associate Dean for Admissions is an ex officio, non-voting member.

The Chair of the Board is a full-time COM faculty member meeting the following criteria:

- must hold M.D or D.O degree
- is selected from currently serving eligible Board members who have served at least the preceding two (2) admission cycles on the Board.

The Chair is elected from a slate of candidates provided by the current Chair and Immediate-Past Chair. The voting will be conducted by voice vote of all voting Board members in attendance at the Board meeting in which the vote takes place. The newly elected Chair will assume the role of Chair and the current Chair will become Immediate Past Chair at the conclusion of the meeting in which the election takes place.

The Executive Dean and Senior Associate Dean for Academic Affairs are informed of the new Chair. The Chair may choose to serve one additional and contiguous re-appointment term as Chair for a total of six (6) admission cycles as Chair. The Immediate-Past Chair remains a board member for the duration of the Chair's term.

In the event the Chair is no longer able to serve, the Immediate Past Chair will serve as Interim Chair until a new Chair can be elected via the process delineated above. The election of a new Chair should occur in a timely manner.

At any given time, one third of the at-large Board members will have been selected by the committee on committee and approved by the Executive Committee of the Faculty Board.

The at-large members of the Board include a minimum of two (2) faculty members representing the School of Community Medicine. The remaining members will be additional at large members.

All members of the Board must have served on the interview subcommittee of the Board for a minimum of the preceding three (3) admissions cycles. Board members serve three (3) year terms, which are staggered amongst the nine (9) at-large Board members. Board members are eligible to serve one re-appointment term for a total of six (6) consecutive admissions cycles as at-large Board members. There are no student members on the Board.

The Board Chair may be removed by the following process:

1. Any two Board members or the Associate Dean for Admissions may request discussion of removing the Chair. This request should be made to the Senior Associate Dean for Academic Affairs.
2. This matter will be discussed in Executive session at a duly called Board meeting. A quorum must be present at this meeting for the matter to be discussed.
3. During this meeting, the Associate Dean for Admissions will summarize the concerns stated in the request for removal in an anonymous fashion. These concerns will also be provided to the Chair no later than one week prior to the Board meeting in which the discussion is to take place.
4. During the meeting the Chair will have the opportunity to address the other Board members to respond to the concerns.
5. The Chair will then be excused from the meeting and the Associate Dean for Admissions will facilitate discussion and finally a vote on the matter. The Chair will not vote on the matter. The voting will be conducted by voice vote of all voting Board members in attendance at the Board meeting in which the election takes place minus the Chair. A vote to remove the Chair requires an affirmative vote of 2/3 or greater of those members present and voting. The Executive Dean will be made aware of the results.

The interview subcommittee recommends new at-large members (with the exception of the member selected by the Committee on Committees) to the admissions Board, who elects via the same process used to elect the Chair, the new at-large members. The Executive Dean and Senior Associate Dean for Academic Affairs are informed of the new at-large members.

The Board conducts official business in a manner consistent with the Oklahoma Open Meetings Act. To ensure confidentiality, applicants are referred to by their numeric position on the rank order list, not by name, during open meetings.

A quorum of the Admissions Board is at least seven (7) voting members and is necessary to conduct any official business. For any Admissions Board meeting at which an admissions decision is made regarding a specific applicant, the majority of admissions Board members will be full-time College of Medicine faculty members.

Admissions Board Authority

The Admissions Board reviews the final evaluation provided to it by the interview subcommittee for each applicant interviewed and reviews overall data for the applicant interview pool.

The Admissions Board makes the final admissions decisions.

An applicant is not entitled to appeal the Board's admissions decision.

Board Direction on Granting of Interviews

The Associate Dean for Admissions selects applicants for interviews based on criteria and processes established by the Admissions Board (See Policy 201).

Interview Subcommittee

The Admissions Board is assisted in conducting its business by a subcommittee of interviewers. All members of the Board are also members of the interview subcommittee. The interview subcommittee of the Board is selected by sending an annual solicitation of interest to faculty, as well as county and state medical associations. Members must i) hold a M.D or D.O degree or ii) hold a Ph.D. degree and serve as an active course Director in the first two (2) years of the medical school

curriculum. There are twenty (20) fourth year medical students on the interview subcommittee. These students are selected after input from the associate deans responsible for student affairs on the OKC and SCM campuses.

Interview Subcommittee Members Requirements

Interview subcommittee members (including Board members) must annually:

1. Attend an Orientation session
 - The session will include training on interview techniques, questions to be asked/avoided, and other relevant matters. The interview evaluation instrument to be used that admissions cycle is reviewed in detail. Interview subcommittee members are also oriented to LCME requirements, MCAT® and GPA issues as well as other expectations and factors relevant to medical school admissions.
2. Acknowledge they have read, understand and agree to abide by Policy# 430 Conflict of Interest in Medical Education. Complete a Conflict of Interest form which clearly discloses all potential conflicts of interest. The Conflict of Interest forms are reviewed by the Associate Dean for Admissions.
3. Complete the Requirements for Membership Form and Interview Subcommittee Member Information Form.
4. Agree to meet the requirement that neither the admissions decision nor the Admissions Board (including the Interview Subcommittee) shall be influenced by political or financial factors.

Role of Subcommittee Members

Subcommittee members conduct interviews and evaluates each applicant who is invited for an interview using a standard evaluation instrument, which is annually approved by the Board.

Other Duties of Admissions Board

The Admissions Board also advises the Associate Dean for Admissions, Senior Associate Dean for Academic Affairs and the Executive Dean of the College of Medicine on all matters related to the admissions process. This may include changes to policies and procedures of the Board and interviewer subcommittee as needed.

The Admissions Board may recommend to the Executive Dean that a conditional acceptance decision be rescinded if an applicant does not comply with the required policies and standards prior to admissions. Any decision to rescind an acceptance to a conditionally accepted applicant prior to matriculation, is made by the COM Executive Dean after receiving a recommendation from the Admissions Board consistent with all policies and procedures.

Relevant OU Board of Regents Policy

2.11.3 Relevant OSRHE Policy 3.24.4

Relevant OU-COM Bylaw: 5.2 (a)

- **Policy Date:** 05/08/1975 (Policy 204), 7/12/76 (Policy 205); Policy Restated: 1/14
- **Approved By:** Admissions Board 5/29/18; Executive Dean COM 10/25/18
- **Date Revised:** 7/28/21
- **Date Reviewed:** 8/5/2021

Transfer Applications (208)

Current medical students wishing to transfer to the OU College of Medicine (COM) should contact the admissions office for an application. There is a charge to submit the application. All applications must be received by March 15th of the application year.

1. A limited number of spaces are available to accommodate transfer students.
2. Transfers are only accepted into the third year (i.e. for entry as a new student in the third-year curriculum).
3. The Associate Dean for Admissions, with input from the Associate Dean responsible for Student Affairs and Senior Associate Dean for Academic Affairs, will determine the number of available positions on each educational track (OKC/SCM).

Transfer Applicant Minimum Requirements

1. The applicant must be currently enrolled in good standing at an LCME-accredited medical school.
2. Transfer applicants must meet the same minimum requirements of all applicants to the COM as outlined in Policy 201.
3. Applicants wishing to transfer must be on schedule to complete the first two years of medical school prior to the transfer.
4. The applicant must have passed USMLE Step 1.

Transfer Procedure

1. The Associate Dean for Admissions
 - a. Will receive all transfer applications prior to the stated deadline. No applications will be considered after the deadline of March 15th.
 - b. Ensure that the applicant meets the minimum requirements for transfer.
2. The final determination and extension of a conditional offer to transfer will be made by the Admissions Board. The Admissions Board will review the entire transfer application and supporting materials. The Board will review these materials to:
 - a. Ensure that the applicant is similar academically to those in the Class he/she is joining. An official copy of the applicant's medical school transcript will be required as part of the application to assist in this process.
 - b. Ensure that the applicant is similar in personal characteristics to the Class he/she is joining.
 - i. This includes that the applicant underwent an interview process prior to matriculation at the previous medical school.
 - ii. A Letter of Recommendation from the applicant's current medical school (Dean's Letter) will also be required. The Core Competencies for entering medical students used to assess applicants to OU COM during the admission interview process will be provided to the applicant's current medical school. The Letter will comment on the competencies used for an OU-COM admissions interview.
3. The Admissions Board decision may not be appealed.
4. The accepted transfer student, prior to beginning coursework at OU-COM, will acknowledge all COM and OU-HSC Policies that matriculating students acknowledge. They will complete all processes and procedures that matriculating students at OU-COM must complete, unless excused by the Associate Dean responsible for Student Affairs on the student's assigned campus.

- **Policy Date:** 12/12/96
- **Approved By:** Executive Dean College of Medicine, Admissions Board
- **Date Revised:** 4/12/10, 9/25/17, 5/29/18
- **Date Reviewed:** 8/5/2021

Oklahoma Open Records Act (209)

Please refer to the OUHSC Open Records Policy at: Open Records Policy (<https://www.ouhsc.edu/policy/#19715869-section-111--open-records>)

- **Policy Date:** 08/16/91
- **Approved By:**
- **Date Revised:** 5/10/17
- **Date Reviewed:** 8/5/2021

Minimum Retention Requirements for Records (210)

Retention requirements for the College of Medicine application process is defined in the State and Universities and Colleges Consolidated General Records Disposition Schedule in Section 13-1 located at Consolidated General Records Disposition Schedule (<https://libraries.ok.gov/state-employees/records-management/records-scheduling/>).

13-1 Student Admission Applications File

Student application files contain their American Medical College Application Service (AMCAS) application for admission to the University of Oklahoma College of Medicine. Files may also contain their supplemental application, correspondence, references, admission test scores, transcripts of previous academic credit, and related records.

Disposition: If student has been accepted and enrolls, transfer to individual Student Records File (Series 13-2). Retain files on students who were rejected and those who were accepted but failed to enroll for one (1) year, then destroy provided no charges of discrimination have been filed. If charges have been filed destroy two (2) years after exhaustion of all legal remedies.

- **Policy Date:**
- **Approved By:** Archives and Records Commission of the Oklahoma Department of Libraries
- **Date Revised:** 05/29/18
- **Date Reviewed:** 8/5/2021

Educational Site and Track Assignment and Request for Change (211)

Pre-matriculation Education Track Assignment

The OU College of Medicine (COM) offers two separate educational tracks within the COM. These tracks are the Oklahoma City (OKC) track and the School of Community Medicine (SCM) track. Due to curricular differences between these two educational tracks (beginning with the first year curriculum) students are assigned a track prior to matriculation.

College of Medicine Admissions Board Role

The COM-Admissions Board, as outlined in Policy 201 and 204, will extend COM acceptances. A student on either educational track must first be accepted by the OU-COM Admission Board.

Oklahoma City Track

All accepted applicants, who applied to the OKC track, will be offered the OKC educational track.

SCM Track Subcommittee Role

The SCM faculty and staff assigned to assist with Admissions, will review the applications of those applicants selected for interview by the COM and indicated an interest in the SCM. The SCM will interview these candidates and the interview will be conducted by SCM faculty members who are members of the Admissions Board interview Subcommittee.

If an applicant was not extended a SCM interview, did not apply to the SCM, or was not found to be an acceptable applicant for the SCM track, it will in no way effect their COM acceptance or OKC track decision.

The SCM interview and the final decision of the SCM subcommittee will determine if an accepted applicant is also offered the SCM track.

COM Wait-List and SCM Interview

Applicants placed on the wait-list may also be granted an interview for the SCM track if they have not previously interviewed for the SCM track. If offered a COM acceptance, the decision to offer the applicant the SCM track will follow the same procedure described above for all SCM applicants.

Track Decision Procedures

Applicants offered a position on both educational tracks will select an educational track at the time they complete their COM acceptance form and pay their deposit. The educational track selection is expected to be a firm and final decision.

Accepted applicants who hold multiple acceptances are expected to adhere to the AAMC® Admissions Protocols ("Traffic Rules").

Closure of an Educational Track

Accepted applicants will be notified of their COM acceptance and that both the OKC and SCM campuses have a maximum number of students that can be accommodated. When a track has reached a maximum capacity and openings on the track are not expected given the timing on the admissions cycle, it will be "closed."

It, therefore, may not be possible to assign a COM student to his/her preferred educational track. Should this occur the accepted applicant will be notified as soon as possible in writing. If an applicant was found to be acceptable to both tracks, once a track becomes closed, an applicant will be offered the available track.

Change of Educational Track

Pre-Matriculation

An accepted applicant who, after submitting the COM acceptance form, wishes to change educational tracks must submit a request in writing to the Associate Dean for Admissions. The request should state the reason he/she wishes to change educational tracks. The Associate Dean for Admissions, in consultation with the associate deans responsible for student affairs on the OKC and SCM campuses, will determine if the request for educational track change can be granted and will notify the accepted applicant in writing.

Post-Matriculation

If a request cannot be granted prior to matriculation, the request will be forwarded to the associate deans responsible for student affairs on the OKC and SCM campuses for consideration at a later date.

New requests for education track changes after matriculation should be submitted in writing to the associate deans responsible for student affairs on the OKC and SCM campuses. They will determine if the request for educational track change can be granted and will notify the accepted applicant in writing.

Criteria used to evaluate requests for track change (both pre-matriculation and post-matriculation) include:

1. Education space and resources availability at the receiving track.
2. Unanticipated and compelling personal and family reasons.
3. Impact of the track change on the student's educational development.

Post Matriculation Clinical Site Changes

Most clerkships are delivered at a single clinical site.

For clerkships offered at multiple clinical sites, the clerkship director (or his/her designee) will assign clinical sites. Students may request an alternative clinical site by contacting the clerkship director in writing.

Criteria used to evaluate a request for clinical site change:

1. Education space and resources availability at the receiving site.
2. Unanticipated and compelling personal and family reasons.
3. Impact of the clinical site change on the student's educational development.

The student shall be informed of the clerkship director's decision in writing.

- **Policy Date:** 10/2010
- **Approved By:** Admissions Board 5/29/18
- **Date Revised:** 5/29/18
- **Date Reviewed:** 8/5/2021

Delayed Matriculation Policy (212) Type and Length of DM

The OU College of Medicine (OU-COM) may offer a limited number of restricted delayed matriculations¹ per class. The length of the delay will be no more than two years.

¹ Restricted delayed matriculation is defined by the Association of American Medical College's AMCAS® Instruction Manual: <https://www.aamc.org/students/applying/amcas/>. (<https://www.aamc.org/students/applying/amcas/>)

Procedure for Request and Review

Accepted applicants to the OU-COM may submit a request for a delayed matriculation in writing to the Associate Dean for Admissions. This request should clearly outline the circumstances surrounding the request.

Each request will be reviewed individually for suitability by the Associate Dean for Admissions and Senior Associate Dean for Academic Affairs. Requests will be considered for 1) academic pursuits related to applicant's career 2) unanticipated and compelling personal issues/reasons (i.e. Health). The decision is final and not appealable.

Decisions Notification and Procedures to Accept

Accepted applicants will be notified of the decision by the Associate Dean for Admissions. The accepted applicant will notify the Admissions office

of their desire to accept the delayed matriculation offer in writing no later than ten university business days after receiving the offer. Once accepted, a delayed matriculation cannot be revoked by the requesting accepted applicant.

Requirements During the Length of the DM

1. During the delayed matriculation period, the student may not apply to another medical school.
2. Applicant will hold their original conditional acceptance. They must therefore, maintain and adhere to all OU-COM admissions policies, and requirements that led to their original acceptance.
3. During this period and prior to matriculation the applicant is required to:
 - a. Submit the AMCAS® application for the following AMCAS® cycle by October 15. The fee will be waived.
 - b. Submit a supplemental application by November 1 (of the year immediately prior to the actual matriculation date). The fee will be waived.
4. Notify the OU-COM Admissions office by March 15 (of the year of the applicant's actual matriculation date) to confirm their desire to matriculate with their new entering class.
 - a. The Admissions office will then complete all necessary internal procedures to ensure that they are assigned to the new class.
5. If these steps are not completed by the above timeline, the applicant will forfeit their delayed matriculation. The applicant may apply for a future Class as a new applicant.

- **Policy Date: 9/24/2015**
- **Approved By: Admissions Board 6/17/19**
- **Date Revised: 6/17/19**
- **Date Reviewed: 8/5/2021**