

Policy Title:	Admissions Policy and Requirements
Policy Category:	Students\Institutional
Policy Code:	I-STU013
Policy Effective Date:	01/01/2020
COCA Standard:	Element 9.1

PURPOSE / SCOPE:

The purpose of the ICOM Admissions Policy for the Doctor of Osteopathic Medicine Program is to provide detail of the admissions requirements and procedures for student applying to the Doctor of Osteopathic Medicine Program.

DEFINITIONS:

- American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS).
- Medical College Admissions Test (MCAT)
- Department of Homeland Security (DHS)
- US Immigration and Custom Enforcement (ICE).
- Deferred Action for Childhood Arrivals (DACA)
- Association of American Medical Colleges (AAMC)

ICOM Admissions Process

The Office of Admissions ensures qualified students will be selected for matriculation to the Doctor of Osteopathic Medicine Program at Idaho College of Osteopathic Medicine.

ICOM is committed to selecting applicants who meet our mission and align with our values and who are an asset to the profession of osteopathic medicine. When reviewing applications, the goal of the Office of Admissions is to evaluate:

- Each applicant as a whole person
- Each applicant who has interest in serving the regions included in ICOM's mission
- Each applicant's potential for success in the Doctor of Osteopathic Medicine (D.O.) Degree Program
- Each applicant's commitment and aptitude as a future practicing osteopathic physician
- Each applicant for their compassion, knowledge, and commitment to health care and the ICOM Mission

The ICOM Admissions Committee, under the direction of the Assistant Dean for Student Services, considers applicant's academic background, achievements, personal statement, Medical College Admissions Test (MCAT) scores, letters of recommendation, health-related work or research and volunteer experiences.

In addition to academic performance, the Admissions Committee places emphasis in the demonstration of personal merit, compassion, community involvement, communication skills, teamwork, leadership, professionalism, integrity, dedication to professional goals and the promotion of diversity.

Through the evaluations provided after the candidates have been interviewed, the Admissions Committee will decide on whether to accept, deny acceptance, or waitlist interviewed candidates.

The ICOM Office of Student Services will maintain pre-admissions academic and demographic data for each matriculating class. Upon graduation the Office of the Registrar will work in Revision Date 04/01/2021 16 conjunction with the planned ICOM Alumni Association and the office of Learner Outcomes and Assessment to track licensing examination performance, specialty certification, post graduate employment and career activities for each graduating class. Through this process ICOM is able to evaluate and adjust recruitment practices and policies to ensure the mission and goals of the institution are being met.

Non-Discrimination Admission Policy

“It is the firm policy of the Board of Managers and ICOM not to discriminate on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion.”

The office of admissions will make every effort to recruit students from a diverse background to foster the cultural richness to meet its mission, goals, and objectives.

Minimum Requirements for Admission

To be considered for an interview for admission, ICOM applicants will be required to complete a minimum of 75 percent of the required credits for a bachelor’s degree in a college accredited by an agency recognized by the United States Department of Education.

To be considered for admissions all applicants must earn a baccalaureate degree prior to matriculation. Applicants should have achieved at least a 3.2 cumulative grade point average (GPA) on a 4.0 scale to be considered.

The admissions process is competitive, and a higher-grade point average (above 3.2) results in improved chances for acceptance. The most competitive applicants would have a science and cumulative GPA of 3.2 or higher. ICOM also places emphasis on the applicant’s interview.

The required undergraduate courses for entry are:

- Biological Sciences: One year with laboratory (8 semester hours/12 quarter hours)
- Physics: One year (6 to 8 semester hours/9 to 12 quarter hours)
- Inorganic/General Chemistry: One year with laboratory (8 semester hours/12 quarter hours)*
- Organic Chemistry: One year with laboratory (8 semester hours/12 quarter hours)*

- English: One year (6 semester hours/8 quarter hours)
- Six (6) additional science hours are highly recommended. ICOM recommends courses in the 300/400 level or beyond in subjects that will enhance performance in medical school such as Anatomy, Physiology, Biochemistry, Genetics, Microbiology and Immunology.

NOTE: Courses with equivalent content will be reviewed. *Depending on the sequence of chemistry courses taught at your University we will consider a combination of 16 hours of chemistry, organic chemistry, and biochemistry. Revision Date 04/01/2021 17

NOTE: Students must obtain a grade of “C” or better in each of the required courses above to fulfill the pre-requisite course requirement.

Applicants must submit scores from the Medical College Admission Test (MCAT). For the current admissions cycle, ICOM will accept the MCAT administration from up to three years prior to the date of matriculation; however, the Dean may grant exceptions to this timeline. ICOM is looking for a minimum score of the 50% percentile, with no score in each sub-section lower than the 35th percentile.

At ICOM the MCAT is considered in connection with grades, personal qualities, and the student interview. Applicants are required to meet the Technical Standards for admission and continued enrollment and affirm that he or she meets the standards. Any falsification or misinformation regarding the ability to meet technical standards is a reason for rescinding the offer of admission or after matriculation, dismissal from the program. Applicants must submit all required paperwork per deadlines. If paperwork is not submitted as required, an offer of admission may be retracted.

Application Deadlines The official AACOMAS application is available online at [www.https://aacomas.liaisoncas.com/](https://aacomas.liaisoncas.com/) The deadline for ICOM applicants will fall on March 1 but is subject to change annually. Applicants should consult the website. The last day for applicants to submit their Secondary Application and supporting materials will be April 15 but should be done much earlier in order to be competitive.

Application Process

Step 1: AACOMAS Application ICOM will participate with other osteopathic colleges in a centralized application processing service called the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS). An application may be submitted online at www.aacomas.liaisoncas.com or may be obtained by contacting

AACOMAS
P.O. Box 9137
Watertown, MA 02474
Telephone (617) 612- 2889

To initiate the application process, applicants must apply directly to AACOMAS. AACOMAS is available to the students for the entering class from May through to March of the year applying. Detailed instructions can be accessed through www.aacomas.liaisoncas.com. Applicants must request all official transcripts from all colleges and universities attended be mailed directly from the institution(s) to the AACOMAS office. Students should also ensure all MCAT scores are forwarded directly to AACOMAS from the AAMC.

Applicants who have taken coursework and/or have earned a degree from a foreign institution must also submit to AACOMAS an evaluation of their transcripts in a course-by-course fashion from one of the AACOMAS approved evaluation services.

Step 2: ICOM Secondary Application Process

After receipt of the primary application, ICOM performs an initial screening of the application. Applicants who pass the initial screening may be invited to submit an electronic secondary application and supporting documents. Please note ICOM screens all primary applications and not all applicants will receive the invitation to submit a secondary application.

Applicants who are invited to submit a secondary application will receive it through an email notification. This email will contain information and instructions regarding how to complete the secondary application. A non-refundable fee of \$65.00 will be payable upon submission of the secondary application for admission. Instructions of how to submit the fee is included in an invite for secondary email. ICOM will waive the secondary application fee if the applicant has an approved AACOMAS fee waiver document.

The secondary application process consists of the ICOM Secondary Application, a nonrefundable processing fee, and two required letters of recommendation. Letters of recommendation may not be written by a relative, including relatives through marriage.

The first letter must be from either an osteopathic physician (D.O.) or an allopathic physician (M.D.). Although a letter from an osteopathic physician is not required, it is strongly recommended. While shadowing of a D.O is not required, applicants who have shadowing experience with a D.O. demonstrate commitment to the profession and understanding of the practice of osteopathic medicine. The second letter must be from a premedical advisory committee or science faculty member (PhD) familiar with the academic work of the applicant.

Letters of recommendation which are included as part of the pre-health committee packet and are part of their official packet will be accepted without signature or letterhead as long as the letters are sent directly from the authors to the pre-med advisors. ICOM will accept letters through AACOMAS, and by mail. ICOM welcomes additional letters of support or recommendation from those who are acquainted with the student's academic or professional ability. All letters of Revision Date 04/01/2021 19 recommendation must be originals on professional letterhead, signed by the evaluator and sent directly to AACOMAS. Additionally, letters of recommendation can be submitted via Interfolio, or directly via mail to the Office of Admissions.

Applicants who are of Permanent Residency Status must provide a copy of their Green Card for consideration for admissions.

Candidates born outside of the United States who have become United States Citizens should provide a copy of their Citizenship Certificate.

ICOM Selection Process

To be considered for an interview, an applicant must meet all the preceding admissions requirements and technical standards for admissions and have a complete file, including the AACOMAS application, a secondary application, a form/letter of recommendation from either an osteopathic physician or allopathic physician, a recommendation form/letter from a premedical or pre-health committee or science faculty, and the processing fee. After the Office of Admissions receives these materials, the applicant's file is reviewed to determine eligibility for an interview, based on the established criteria of the Admissions Committee.

Each applicant who accepts the invitation to interview is invited to campus where he/she will interview with members of the ICOM faculty, staff, and administration. During the interview the applicant's academic history and knowledge may be reviewed as well as the attributes that demonstrate the potential to become a caring and competent physician and fit for ICOM's missions.

At the conclusion of the interviews, the interviewers submit their electronic evaluations/recommendations to the Director of Admissions, and these evaluations/recommendations are presented and discussed during an Admissions Committee meeting. The Admissions Committee will review each applicant who interviews with ICOM. An admissions decision, based on academic performance, professional experience, and interview, will be provided to the applicant in a timely manner, usually within 2-3 weeks of the interview date.

Intentional misrepresentation or omission of information on any form relevant to admissions or records subjects the student to a retraction of an offer for admissions, or for dismissal in the case the misrepresentation / omission is discovered after admissions. ICOM reserves the right to deny admission to any applicant for any reason it deems sufficient. Matriculation may be denied to applicants who have failed to maintain a good record of scholastic performance or good record of personal conduct between the time of their acceptance and their matriculation at ICOM.

Inability to maintain compliance with educational training technical standards may also result in the revocation of acceptance or matriculation.

Additionally, applicants found to have screening tests positive for alcohol, prescription medications without a valid prescription, or substances which are illegal in the state of Idaho may result in revocation of an offer of acceptance or matriculation. Controlled substance screening results are viewed in light of Idaho and federal laws governing illegal substances.

For example, although the use of marijuana is legal in some states, the US Federal Drug Enforcement Agency lists it as an illegal drug. Its use or abuse impairs the ability of a healthcare professional to provide optimal care to his or her patients. As such, the use of marijuana in any form is a violation of ICOM policy.

Transfer Applicants

ICOM is not considering transfer students at this time.

International Student Applicants

ICOM does not accept applications from students requiring F-1 student visa status until such time that approval is granted by the Department of Homeland Security (DHS) and US Immigration and Custom Enforcement (ICE). ICOM is currently not seeking approval to accept International Students. At this time ICOM is not accepting DACA status students.

ICOM requires applicants who have completed coursework at foreign institutions be evaluated for U.S. equivalence by one of the evaluation services listed on the AACOM web site at <https://www.aacom.org/become-a-doctor/applying/aacom-as-application-instructions>

The evaluation service must verify course work completed at an institution outside of the US is comparable to a regionally accredited US college.

ICOM requires verification of applicant's' credentials from a college or university outside of the United States which have met the equivalency for the minimum requirements for admission.

Previous Matriculation

Previous matriculants and graduates from M.D., D.O., or equivalent (U.S. or foreign) are not eligible for consideration for admissions to the D.O. program at Idaho College of Osteopathic Medicine.

Technical Standards

The requirements to succeed at ICOM will be those necessary to successfully complete the curriculum and to practice osteopathic medicine with full practice rights. Students must be able to function in a variety of learning and clinical settings, and to quickly, accurately, and consistently learn and process data. Osteopathic physicians utilize palpation (clinically appropriate touching) as part of the osteopathic approach to treatment. As part of the educational process, ICOM students must be able to tolerate being touched, examined and receive osteopathic manipulation by members of all genders, and to touch others (of all genders) in order to acquire the skills necessary for palpation and examination. This palpation is performed in a professional and appropriate manner.

Acquiring the skills to palpate and examine patients requires a student to examine disrobed patients of all genders and is mandatory for successful completion of the curriculum at ICOM. Students are required to participate fully as both the examiner and examinee in various clinical laboratory experiences. In clinical skills and osteopathic manipulative medicine laboratory experiences, as well as other clinical laboratories where skills are acquired, students are required to participate in the examination of fellow students of all genders who may be partially disrobed.

In order to be able to gain appropriate clinical exposure to the regions being examined and osteopathic manipulative techniques to be provided, students need to wear attire such as shorts and partially disrobe for certain laboratory experiences. Please refer to Dress Code Policy for additional information.

Additionally, ICOM utilizes cadavers as part of anatomy laboratories. As such, ICOM students must be able to tolerate working with and touching cadavers. No photographic devices, including cell phones, are permitted in the gross anatomy lab.

ICOM students also participate in ultrasound labs and, as such, may be required to perform ultrasound examinations of fellow students of all genders who may be partially disrobed.

These are requirements for all students, regardless of cultural beliefs, in order for the student to acquire the skills necessary to practice osteopathic medicine. Students who have any concern should discuss them with the Director of Admissions prior to applying.

ICOM will make reasonable accommodations as required by law for students whose disabilities will not prevent them from successfully completing the entire ICOM curriculum and graduating as an osteopathic physician. Students, however, are required to function with independence and perform at all skill levels described below which ICOM holds as mandatory for the safe and effective practice of osteopathic medicine.

ICOM is committed to patient safety and assuring a safe and effective environment that does not place patients, students, or others at risk. Each technical standard has been chosen from standards osteopathic physicians deem necessary for the safe and effective practice of osteopathic medicine. *Applicants who do not meet the above technical standards should not apply to ICOM.*

Applicants must possess the abilities and skills in the following five areas:

Observation

The student must be able to visually observe laboratory demonstrations, microscopic tissue with the aid of the microscope, and computer based pictures used in laboratory demonstrations. The student must be able to visually and accurately observe physical signs and symptoms of a patient used in diagnosis and management.

The use of a trained intermediary in such cases would compromise performance, as it would be mediated by another individual's power of selection, observation, and experience. Observation requires the functional use of vision and somatic sensations and is enhanced by the sense of smell.

Communication

The student must be able to communicate effectively in English as the curriculum and clinical experiences are offered in English. Students are encouraged to learn other languages for medical communication; however, all curriculum and assessment are given in English. ICOM requires the

functional ability to speak, hear, and observe patients in order to elicit accurate medical information. The student must be able both to describe changes in mood, activity, posture, and other physical characteristics and to perceive nonverbal communication. The student must be able to communicate effectively and efficiently in verbal and written form. The student must be able to communicate effectively and efficiently with the patient and with all members of the health care team in order to successfully complete the curriculum.

Motor

Students must have sufficient motor function to gather information from patients by palpation, percussion, and other diagnostic measures. The student must have sufficient motor function to carry out maneuvers of general and emergency care and of osteopathic manipulation. Examples of emergent motor functions include, but are not limited to, cardiopulmonary resuscitation, administration of intravenous fluids and intravenous medications, management of an obstructed airway, hemorrhage control, closure by suturing of wounds, and obstetrical deliveries. In addition, the delivery of osteopathic manipulation requires the use of extremities in palpation, positioning, and carrying out maneuvers of manipulation. These actions require fine and gross motor and sensory functions, as well as the senses of touch and adequate vision for inspection. Additionally, students must be able to generate sufficient force, and be able to receive these same forces, to successfully learn and provide effective osteopathic manipulative treatments for all techniques taught in the curriculum. These techniques include, but are not limited to, muscle energy, counter strain, Still technique, and high-velocity, low amplitude (HVLA) techniques.

Intellectual

Students must have the ability to reason, calculate, analyze, measure, and synthesize information delivered in a variety of formats, including, but not limited to electronic/digital sources, EKGs, medical images, and similar modalities. The student must be able to comprehend, memorize, synthesize, and recall a large amount of information without assistance, to successfully complete the curriculum. The student must be able to comprehend three-dimensional relationships and understand spatial relationships to successfully complete the curriculum and apply fundamental concepts to the provision of patient care. The student must be able to acquire and synthesize knowledge through all types of learning materials and formats utilized in the ICOM curriculum. In addition, students must be able to perform pattern recognition, memorization, recall information, identify, and discriminate important information, problem solve, calculate and make decisions in timed situations and in the presence of noise and distraction.

The above intellectual abilities are essential, as students and graduates are expected and required to perform pattern recognition, immediate recall of learned material, discrimination to elicit important information, problem solving, and decision-making in the emergent diagnosis and treatment of patients. Students must be able to recall and apply important information to generate a differential

diagnosis and to develop a therapeutic management for emergent conditions. This type of demonstrated intellectual ability must be performed in a rapid and time-efficient manner in order to provide appropriate care to patients with emergent conditions so as not to place patients in emergent conditions at risk.

It is common for emergent situations to occur in the presence of visually distracting and noisy environments. Such emergent situations include, but are not limited to, cardiopulmonary compromise, cardiopulmonary resuscitation, obstetrical and neonatal emergencies, trauma presentations, poisonings and toxic exposures, shock, and hemorrhage.

Behavioral and Social Attributes

The student must have the emotional health needed for full use of his/her intellectual capabilities at all times. The emotional health required for effective communication and for professional, mature, sensitive, and compassionate patient/physician or patient/student relationships must be present.

Students must be able to function effectively under stress and with physically taxing workloads, such as during lectures, labs, written and practical examinations, and on clinical rotations. Students must have the emotional health to be able to function without the aid of medications that are known to affect intellectual abilities and judgment. The student must have the emotional stability and motivation to deliver patient care and to make emergent decisions at all times.

The ability to adapt to changing environments and stressful situations and to display compassion and integrity, while maintaining the necessary intellectual capacity to care for patients is one evaluated during the interview process and throughout the students's progress in the medical school curriculum. An ability to demonstrate the emotional health necessary for the delivery of quality and safe medical care is mandatory throughout medical school. ICOM considers drug and alcohol addiction or abuse as a risk factor for unsafe care and poor patient outcomes. As such ICOM has developed clear policies regarding alcohol and substance abuse which are described further in the handbook. Applicants must identify to the Office of Admissions all areas where there is question in meeting these technical standards. If an applicant has a question about his/her ability to meet the minimal technical standards, the applicant is required to notify the Office of Admissions in advance of applying so reasonable testing and evaluation may occur.

ICOM will determine the type of testing required based on the area(s) identified by the applicant. All testing must be performed by a licensed healthcare professional practicing at the highest level of their respective licensure. The applicant must provide ICOM a written statement by the treating provider that the testing supports that the student is capable of meeting the technical standards and physical requirements of the curriculum. Please refer to accommodation section further in the document.

An offer of acceptance may be rescinded should an accepted applicant be found not able to meet the technical standards.

For matriculated students, inability to maintain compliance with educational training technical standards may result in dismissal from the program.

American with Disabilities Act

ICOM is operating in compliance with the timeline established by the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADAAA), both as amended, to assure that its facilities, programs and student policies are accessible to individuals with disabilities. Students and applicants with specific needs should contact the ICOM Office of Student Services.

ICOM will determine the type of testing required based on the area(s) identified by the applicant. All testing must be performed by a licensed healthcare professional practicing at the highest level of their respective licensure. The applicant must provide ICOM a written statement by the treating provider that the testing supports that the student is capable of meeting the technical standards and physical requirements of the curriculum.

An offer of acceptance may be rescinded should an accepted applicant be found to not be able to meet the technical standards.

For matriculated students, inability to maintain compliance with educational training technical standards may result in dismissal from the program

If an applicant signs that he/she meets the minimum health requirements and technical standards for admission, but it is discovered after matriculation that the student signed knowing he/she did not meet these minimum standards, then the student may receive sanctions up to and including dismissal from the program.

POLICY:

Provide details and guidance of the policy.

POLICY OWNER:

Director of Admissions

Assistant Director of Student Services

CROSS REFERENCE AND SUPPORTING DOCUMENTS:

(Provide links to other policies or materials identified in the policy.)

CROSS REFERENCE (ICOM, COCA or Other Policies)	LOCATION
Student Handbook	Hyperlink to other policy
Website	Hyperlink to other policy

SUPPORTING DOCUMENTS	LOCATION
Student Handbook	Link
Item #2	Hyperlink to document

REVIEW & APPROVAL:

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Primary Policy Owner, please select the appropriate box:

New Policy No Change Editorial Revisions only

Content Revisions, briefly describe:

SIGNATURES:



Policy Owner

08/06/2021
Date



Dean/CAO

08/06/2021
Date



President / CEO

08/09/2021
Date



Board Chair

9/28/2021
Date