



SCHOOL of  
OSTEOPATHIC  
MEDICINE

**Policy Title:** Student Admissions Policy  
**Functional Area:** ADMINISTRATIVE

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<b>Status:</b>	<b>Final</b>
<b>Effective:</b>	<b>03/01/2024</b>
<b>Approved by:</b>	Leadership Council
<b>Policy Contact:</b>	Associate Dean of Enrollment and External Affairs
<b>Responsible Office:</b>	Office of Admissions
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**Purpose:** The purpose of this policy is to state admissions requirements, policies, and procedures for potential applicants to the School of Osteopathic Medicine and to tie policies to the SOM.

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## Policy Statement

### 1) Description

The University of the Incarnate Word School of Osteopathic Medicine (UIWSOM) practices a rolling admissions holistic review process. This format reflects the varied ways applicants prepare for and demonstrate a desire to study and practice osteopathic medicine and helps ensure each candidate is evaluated on his or her merit. Using the guiding tenets of the mission of the University of the Incarnate Word (UIW) and the mission of the UIWSOM, admissions criteria were established to recognize those applicants who embrace and thrive in an education setting focused on the health care disparities of the surrounding community.

### 2) Primary goals

The UIWSOM Office of Admissions manages the application and admissions process. The UIWSOM Admissions Committee uses criteria that provide a holistic view of each applicant and is responsible for fairly and effectively identifying candidates who have the potential to be successful UIWSOM students and future physicians. The UIWSOM Dean and Chief Academic Officer reviews the recommendations of the Admissions Committee and makes all final decisions.

Admissions criteria include:

- Motivation, dedication, and passion for the osteopathic medical profession
- Commitment to social accountability and alignment with the UIW mission
- Academic achievement and scholarship
- Life experiences

The UIWSOM Office of Admissions gathers information on each applicant including geographic location, employment, service/volunteerism, MCAT scores, academic grades, the trend of undergraduate performance, quality of the undergraduate institution, personal achievements, knowledge of the medical profession, knowledge of osteopathic medicine, leadership activities, and exposure to ethnic/cultural diversity. These data assist the UIWSOM admissions committee in best predicting institutional fit. <http://uiw.edu/som/admissions/selectionfactors.html>

### 3) Participants

The UIWSOM Office of Admissions has the primary responsibility for managing and organizing all aspects of the application process including communication, application review, and student candidate interviews. Designated faculty and staff from other UIWSOM departments also assist with various aspects of the application process. Interviews are conducted by faculty and administrators from UIWSOM, as well as UIW main campus personnel, local physicians, alumni, and other members of the community with a personal stake in UIWSOM.

### 4) Methods

**Application Processing and Management-** UIWSOM participates in the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS), the centralized online application service for osteopathic medical schools. Zap Solutions- AMP is the admissions platform that helps manage the pre-screening, screening, interview, and committee selection process.

### 5) Guidelines

- a) **AACOMAS Traffic Guidelines-** Admitted students must submit necessary matriculation documents according to the AACOMAS traffic guideline schedule.  
<https://www.aacom.org/become-a-doctor/apply-to-medical-school/aacomas-traffic-guidelines>
- b) **Application Cycle** – The admission application begins the first week of May and concludes March 1<sup>st</sup>.
- c) **Technical Standards-** Technical Standards for Admissions and Successful Completion of the DO Program. The UIWSOM is committed to the full and meaningful inclusion of qualified applicants and students with disabilities. Technical Standards can be found online at <https://osteopathic-medicine.uiw.edu/admissions/doctor-of-osteopathic-medicine/minimumtechnicalstandardsuiwsom.html>.

The following Technical Standards reflect reasonable expectations for applicants and students in educational and clinical settings but are not intended to deter any person for whom reasonable accommodations made under Section 504 and/or the ADA will allow the fulfillment of the complete curriculum.

The DO degree requires general knowledge of medicine and the basic skills required for practicing medicine. Each student must develop a deep and robust osteopathic medical knowledge base and outstanding osteopathic clinical skills, with the ability to effectively interpret information, apply their knowledge and skills appropriately, and contribute to decisions across a broad spectrum of medical situations.

OBSERVATION: Candidates must be able to observe, perceive, collect, use, and interpret information from examinations, demonstrations, diagnostic and assessment procedures and tools, and all other modes of patient assessment in different contexts, including laboratory studies, medication administration, imaging studies, and all other patient care activities (e.g., symmetry, asymmetry, range of motion, discoloration, etc.). Candidates must also be able to

document observations, maintain accurate records, and distill and use pertinent information from such records.

**COMMUNICATION:** Candidates must be able to understand, speak, and write in English to carry out osteopathic duties in the classroom and clinical settings.

**MOTOR FUNCTION, STRENGTH, AND MOBILITY:** Candidates must possess sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of movements reasonably required of physicians include, but are not limited to, cardiopulmonary resuscitation (CPR), the application of pressure to stop bleeding, the opening of 9 obstructed airways, the suturing of simple wounds, performance of obstetrical maneuvers and osteopathic manipulative medicine, inserting an intravenous (IV) catheter and starting IV fluids. Such actions require physical mobility, coordination of both gross and fine muscular movements, flexibility, balance and equilibrium, and functional use of the senses of touch and vision. Individuals with disabilities must be able to achieve these standards with reasonable adaptations. **SENSORY SKILLS:** The practice of osteopathic medicine relies on sensory skills. Individuals with disabilities that affect their senses, including tactile or proprioceptive capacities, may be required to undergo evaluation to determine their ability to meet this standard with or without reasonable adaptation.

**INTELLECTUAL-CONCEPTUAL, INTEGRATIVE, AND QUANTITATIVE ABILITIES:** Candidates must be able to concentrate, analyze, interpret and utilize data in settings that involve reasonable amounts of visual and auditory distraction. Candidates must be able to perform these functions within the limits and under a reasonable amount of stress in anticipation of the diverse and demanding clinical settings and circumstances in which they will practice as physicians. Candidates must be able to perform the following representative functions accurately in the presence of varying levels of distraction and urgency: write prescriptions, perform basic mathematical functions, and read patient charts. They also must demonstrate the ability to comprehend three-dimensional relationships and to understand spatial relationships of structures.

**BEHAVIORAL AND SOCIAL ATTRIBUTES:** Candidates in educational and clinical settings must take ownership of learning, exercise good judgment, and promptly complete all responsibilities attendant to their curriculum and to the diagnosis and care of patients. Candidates must display integrity, honesty, attendance, conscientiousness, empathy, a sense of altruism, and a spirit of cooperation and teamwork. They must understand the legal and ethical aspects of the practice of medicine and function within both the law and ethical standards of the UIWSOM and the medical profession. Candidates must be able to interact in a courteous, professional, and respectful manner with patients and their families, healthcare personnel, peers, colleagues, faculty, staff, and all other individuals with whom they come in contact. Candidates must be able to contribute to collaborative, constructive learning environments; accept constructive feedback from others, and take personal responsibility for making appropriate positive changes. Candidates must have the physical and emotional stamina and resilience to tolerate taxing workloads and function in a competent and professional manner under stressful situations, adapt to changing environments, display flexibility, and manage the uncertainty inherent in the care of patients and the healthcare system.

**LEGAL AND ETHICAL STANDARDS:** Candidates must understand and comply with the legal and ethical standards to be licensed and practice medicine in the State of Texas and maintain and display ethical and moral behaviors commensurate with the role of a physician in all interactions with patients, their families, faculty, peers, staff, students, and the public.

## 6) Criteria for Review

### a) Undergraduate Courses

Undergraduate course preparation is vital to the success of the student applicant. Minimum coursework requirements include the courses below. All prerequisites must be taken from a regionally accredited college/university and earn a “C” or higher for each course (2.0 on a 4.0 GPA scale). A grade of "C-" does not meet the minimum grade requirement. Advanced Placement and International Baccalaureate test credits are accepted with an official transcript/translation/score report showing the awarded subject and credits.

Required:

- Completion of no less than 75% of the credits required for a baccalaureate degree from a regionally accredited college or university at the time of application
- Biology: minimum of eight semester hours, including two semester hours of laboratory work
- General/Inorganic Chemistry: minimum of eight semester hours, including two semester hours of laboratory work
- Organic Chemistry: minimum of eight semester hours, including two semester hours of laboratory work
- Physics: minimum of eight semester hours, including two semester hours of laboratory work
- English: minimum of six semester hours of composition and/or literature

Recommended: To facilitate a smoother transition to medical school, applicants are encouraged to take additional coursework such as:

- Advanced sciences: human anatomy, physiology, biochemistry, genetics, cell biology, neuroscience, microbiology, behavioral science, and immunology
- Six semester hours of philosophy or other humanities coursework
- Six semester hours of math/statistics coursework

### b) MCAT Scores

All applicants must submit their most recent MCAT scores as part of the AACOMAS application. Scores older than five years before matriculation will not be considered.

### c) Letters of Recommendation

Three letters of recommendation: One from a physician (preferably DO), one from a pre-med advisor or health professions admissions committee (HPAC), and one from a science faculty member. Non-traditional students can substitute one faculty or HPAC letter with a more recent reference (employer, volunteer/community service supervisor, etc.).

d) **Other Factors**

Careful consideration will be given to the following during the application review process:

- Significant employment opportunities
- Exposure to the DO profession, either through healthcare employment or a shadow program
- Substantial volunteer and community service
- It is recommended that bilingual applicants should identify themselves on the AACOMAS application.

e) **Supplemental Application**

After initial review, qualified applicants are invited to complete and submit the supplemental application, which includes essay questions specific to UIWSOM.

- f) **Interview** - Competitive applicants are invited to campus to participate in multiple mini-interviews.

7) **Pathway Programs**

- a) **Direct Admit**- UIWSOM offers a direct admit option for highly qualified first-time first-year students from the University of the Incarnate Word. Qualified candidates will receive conditional acceptance to SOM and are expected to meet specific guidelines during their undergraduate career to gain full admissions. <https://www.uiw.edu/healthprofessions/index.html>
- b) **UIW Health Professions Pathway**- UIWSOM has a memorandum of understanding (MOU) with several undergraduate institutions sharing a similar mission and/or educating a similar demographic of students. Interview slots and seats in each class are reserved for qualified students from these institutions who meet the specified conditions of the MOU.
- c) **Master of Biomedical Sciences (MBS) Program** -- This one-year, 37-credit graduate program prepares students for the rigors of a professional healthcare program. Since its inception, it has served as a significant pipeline to the DO program. Approximately 50% of MBS applicants to the DO program are admitted. Graduates of this program have enrolled in other medical, dental, pharmacy, and physical therapy programs.