



# California Health Sciences University

## COLLEGE OF OSTEOPATHIC MEDICINE

### ADMISSIONS POLICY

#### **I. DESCRIPTION OF DEGREE PROGRAM & PURPOSE STATEMENT**

The purpose of the College of Osteopathic Medicine (“COM”) Admissions policy is to provide guidance to applicants in the admissions process and to provide transparency in the admissions process. The core of CHSU’s mission is to educate physicians who will be prepared to serve the growing health needs of the Central Valley. CHSU is committed to developing compassionate, highly trained, intellectually curious, adaptive leaders capable of meeting the healthcare needs of the future through a performance-based education.

To accomplish its mission, it is essential that CHSU only admit those students that it believes will be successful in the COM’s program and, ultimately, the Osteopathic Medicine profession. Additionally, CHSU must seek to achieve diversity among its student body. CHSU has a compelling interest in making sure that talented applicants, from all backgrounds, are welcome at CHSU. As such, CHSU uses a holistic approach to admissions that considers more than just an applicant’s GPA and completed coursework. Specifically, factors such as an applicant’s extracurricular activities, relevant life experiences, research, work and volunteer experience (including, but not necessarily limited to, experience in an Osteopathic Medicine or other health care setting), family responsibilities, intellectual curiosity, respect for and knowledge of cultural differences, ability to overcome hardship, integrity, personal maturity, creativity, exceptional circumstances, status as a first generation college student and/or commitment to serving the Central Valley or disadvantaged communities (“Non-Academic Factors”). These Non-Academic Factors are all taken into consideration during the admissions process. Through these Non-Academic factors applicants should demonstrate motivation for and a commitment to health care.

This policy explains the admissions process for applicants at CHSU’s College of Osteopathic Medicine and provides guidance on minimum requirements necessary to be eligible to apply to the program. Additionally, the policy discusses record retention policy for admissions records, and program academic and technical standards.

CHSU’s regional accreditor is the WASC Senior College and University Commission (“WSCUC”). The College of Osteopathic Medicine’s accrediting body is the Commission on Osteopathic College Accreditation (COCA).



# California Health Sciences University

## II. ADMISSIONS COMMITTEE DESCRIPTION

The COM's Admissions Committee and the Admissions Staff review application materials for applicants to the College, and along with input from selected faculty members who have interviewed applicants in accordance with procedures established by the College and makes recommendations regarding admissions decisions to the Dean. The Dean of the College makes the final decision regarding whether an applicant is admitted to the College. The Admissions Committee is comprised of faculty of the College of Osteopathic Medicine, and University or College-level admissions personnel, as appointed by the Dean.

The COM's Admissions Committee's review of candidates for the College of Osteopathic Medicine program helps to ensure that CHSU is selecting a qualified and diverse student body for the program. These values are not compromised regardless of the size or quality of the applicant pool.

The COM does not discriminate on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities or religion, or based on any other membership in a protected class. CHSU-COM selects applicants in compliance with CHSU's Governing Statute Number 4, Non-Discrimination and Equal Opportunity Statement.

## III. Competitive Applicant Profiles

National averages for qualifying GPA and MCAT scores for matriculating in an Osteopathic Medical College for the current year can be found at <https://www.aacom.org/become-a-doctor/applying/general-admission-requirements>. A competitive applicant will likely have one or more of the following or similar qualities:

- A demonstrated commitment to healthcare as evidenced by volunteer or employment in a health care setting;
- A demonstrated commitment to or understanding of the osteopathic medical profession (e.g. shadowing one or more osteopathic physician);
- Service to the community (e.g. volunteer humanitarian/altruistic works);
- A determination to learn the continued advancements in biomedical sciences through research and other scholarly activities.

## IV. PRE-APPLICATION AND TIMELINE

Prior to applying to attend CHSU, applicants are required to explore and gain a thorough understanding of what it means to have a career in Osteopathic Medicine. Importantly, before applying, applicants are required to understand and commit to CHSU's Team Based Learning model which emphasizes collaborative learning. Applicants are also required to commit to



## California Health Sciences University

abiding by all CHSU and CHSU-COM policies and procedures upon enrollment, including but not limited to policies regarding smoke-free and drug-free requirements.

CHSU uses a rolling admissions process to select successful applicants. Therefore, admissions decisions will be ongoing throughout the application process. Applicants will be notified by mail and email if they have been accepted into the COM. Instructions and deadlines regarding the AACOMAS application are available from AACOMAS ([www.aacom.org](http://www.aacom.org)).

### V. ADMISSION REQUIREMENTS

The following admissions requirements will be explained in detail below:

- Letters of Recommendation;
- Prerequisite Coursework and Requirements;
- Bachelor's Degree;
- MCAT; and
- English and Other Language Skills

#### A. Letters of Recommendation

CHSU requires either two or three letters of recommendation to be submitted with the applicant's application. Only applicants satisfying this requirement will be considered for admission. The following are the required **letters of recommendation**:

1. One letter from a physician (D.O. or M.D.) that details the applicant's exposure to patients and the applicant's ability to be successful in a medical setting. It can reflect shadowing, volunteer, or work experience. A letter of recommendations from an osteopathic physician is recommended; AND
2. Either of the following:
  - a. A single letter from a pre-medical advisor or committee letter; or
  - b. Two academic letters written by college science professors who have instructed the applicant.

Letters must be on letterhead and include the recommender's academic credentials and a signature. Applicants are responsible for informing faculty of these requirements when requesting letters.

Letters from relatives, spouses, family friends, coaches, personal trainers, veterinarians, dentists, the applicant's family physician will not be accepted – authors should be as objective as possible.



## California Health Sciences University

### B. Prerequisite Coursework Required for Admission

Admission to the College of Osteopathic Medicine requires completion of the undergraduate prerequisite courses identified in the chart below. Applicants may not use the same course to fulfill more than one prerequisite.

When determining whether a course satisfies a prerequisite, the COM looks at a variety of factors including, but not limited to, the course description provided by the education institution where an applicant took the course. To determine whether a particular course meets a prerequisite requirement, applicants should reference equivalency charts prepared by the Office of Admission from the COM's common feeder schools or may request more information from the Office of Admission.

The number of units listed below for prerequisite requirements is the minimum number of units required in each subject area. Different education institutions use different systems for determining the number of units for similar courses. Generally, each semester is equivalent to 1.5 quarter units and applicants to the COM must fulfill either the number of quarter units or semester units stated in the chart. In special circumstances where a course taken does not fit the traditional quarter or semester system, the COM Admissions Staff ("Admissions Staff") may review the course syllabi and course descriptions to ensure the applicant has learned the necessary content for each subject area.

<b>Prerequisite Course</b>	<b>Semester Hours</b>	<b>Quarter Hours</b>
Behavioral Sciences	4	6
Human Biology	8	12
Inorganic or General Chemistry	4	6
Organic Chemistry	8	12
Physics	8	12
English (e.g. Composition/Literature)	6	9

Additional college courses that are recommended but not required include: Anatomy, Physiology, and Biochemistry.

### C. Prerequisite Coursework Requirements

The following requirements apply to all prerequisite coursework identified in section V.B., above:



## California Health Sciences University

### *1. Must Be Taken at Accredited College or University*

All prerequisites must be completed at an accredited four-year undergraduate university, four-year undergraduate university extension program or two-year community college located in the United States prior to enrollment in the COM. For international students, please see separate provisions in this policy applicable to international coursework.

### *2. Deadline for Prerequisite Completion*

Applicants must complete or plan to complete all prerequisites prior to July 1 preceding enrollment in the COM, unless an exception is approved by the Dean's Office.

### *3. Letter Grade of C or Better Required;*

Students must earn a minimum grade of at least a "C" or higher to satisfy completion of each prerequisite course. Grades of "C-", pass/no pass, credit/no credit will not be accepted.

### *4. Distance Learning/Online Coursework*

Generally, distance learning or online courses taken with accredited institutions are not acceptable for most prerequisite requirements.

### *5. Advanced Placement Courses to Satisfy Prerequisites*

Prerequisite course credit for Advanced Placement ("AP") examinations taken in high school is not offered at CHSU-COM.

### *6. Courses Must Be Taken Ten (10) Years or Less Prior to Enrollment*

Generally, all applicants must complete all prerequisite requirements within ten (10) years or less prior to enrollment in the COM. Applicants who have taken prerequisite courses more than ten (10) years prior to enrollment in the COM may be required to repeat that coursework prior to matriculation.

## **D. Bachelor's Degree Required**

To be eligible to apply to the California Health Sciences University, College of Osteopathic Medicine program, a bachelor's degree (B.S. or B.A.) is required. For applicants that will have earned a bachelor's degree prior to enrollment, any undergraduate major is considered but a strong science background is essential. However, in all cases, in order to be eligible for admission, an applicant must satisfactorily complete a minimum total of 108 quarter units or 72 semester units of academic coursework at an accredited college or university in the United States or an equivalent



## California Health Sciences University

foreign university prior to enrollment in the COM. Prerequisite courses will count towards the minimum number of units required.

### **E. MCAT Examination**

To be eligible for admission, all applicants must have achieved a competitive test score on the Medical College Admissions Test (“MCAT”). Only MCATs taken within the past three (3) will be eligible to satisfy this requirement.

### **F. English & Other Language Skills**

The ability to express oneself in both oral and written English is essential to the practice of Osteopathic Medicine in the United States. Accordingly, the COM requires that all students be able to clearly communicate both orally and in writing in English.

Additionally, proficiency in a different language is a skill highly desirable for practicing physicians to allow them to communicate effectively with diverse patient populations. This skill is especially needed to address the needs of disadvantaged patient populations located in California’s Central Valley. Accordingly, an applicant’s proficiency in a language other than English, demonstrated by the applicant’s native language skills or by foreign language course work, is preferred by the COM but not required.

### **G. Admissions Process and Requirements**

The following steps comprise the COM’s admissions process:

- AACOMAS Primary Application Submission;
- Primary Application Review and Invitation to Complete Supplemental Application;
- Candidate Interview Offer and Interviewers Recommendation;
- Admissions Committee Post-Interview Discussion and Recommendations to the Dean;
- Dean’s Admission Decision.

Each of the above steps in the admissions process are described below. Additionally, below is a graphic summarizing the admissions process:

# COM Admissions Process

**1**

**AACOMAS Primary Application Submission**

**2**

**Primary Application Review**

**3**

**Invitation to Complete Supplemental  
Application**

**4**

**Review of Supplemental Application**

**5**

**Offer for Interview**

**6**

**Interview on Campus**

**7**

**Admissions Committee Review and  
Recommendation to the Dean**

**8**

**Dean Makes Final Admission Decision**





## California Health Sciences University

### **i. AACOMAS Primary Application Submission**

Applicants must first complete a **primary application** through a convenient and centralized online application service, American Association of Colleges of Osteopathic Medicine Application Services (“AACOMAS”), available to all accredited osteopathic medical schools. AACOMAS allows prospective students to complete one application that is verified and subsequently distributed to all osteopathic colleges the applicant has designated. Applicants for admission to the COM are required to submit an application with all of their enclosures through AACOMAS at [www.aacom.org](http://www.aacom.org). Applicants who need to complete paper applications as an accommodation due to disability should contact the COM’s admissions office for more information.

Applicants are required to submit all coursework transcripts, MCAT scores, final transcripts verifying all completed coursework, submit letters of recommendation, a personal statement and an application fee through AACOMAS.

For additional information, applicants can go to [www.AACOM.org](http://www.AACOM.org) or call: (617) 612-2889.

### **ii. Primary Application Review and Invitation to Complete Supplemental Application**

Once CHSU-COM has received the applicant’s primary application from AACOMAS the applications are screened by the Office of Admissions Staff (“Admissions Staff”) for minimum initial requirements prior to an invitation to complete a supplemental application. These minimum requirements include all of the following:

1. Overall cumulative grade point average (GPA) of 3.0 or higher (on a 4.0 scale).
2. To be competitive, students should have a prerequisite GPA of 3.30 or higher (on a 4.0 scale).
3. GPA calculations will be based upon all courses completed at the time of application.
4. If a student has retaken a course multiple times, all grades received for that course will be accounted for in calculating cumulative GPA.
5. MCAT score of 496 or higher.
6. No score for MCAT sub-sections lower than the 15th percentile.

Applications that meet the minimum initial requirements will receive an email containing login instructions and information on how to complete and submit the supplemental application. The supplemental application will include essay and other questions that may assess the applicant’s





## California Health Sciences University

knowledge of CHSU-COM's mission and values, as well as their knowledge on topics related to healthcare.

All supplemental application requirements will be published by the COM prior to each admissions application cycle.

Only those applicants invited to move on to a Supplemental Application will be required to participate in the CASPer Assessment Program. The CASPer test is an online screening tool designed to evaluate key personal and professional characteristics that make for successful students and graduates. Results from the CASPer exam are not solely determinative of whether an applicant will be admitted or denied admission and it is one of several tools which the COM uses to make admissions decisions. The applicant is responsible for paying both the CASPer test fee as well as the fee for the results to be distributed to the COM. Use of the CASPer increases fairness in applicant evaluation by providing the admissions committee with an additional measure of traits such as professionalism, ethics, communication, and empathy.

After the applicant completes the Supplemental Application, the applications are forwarded to the Admissions Staff. Admissions Staff will review the application in a holistic manner to determine if the applicant has the academic ability and experiences to succeed in osteopathic medical school. Specifically, the Admissions Staff will look at whether the application shows evidence of Non-Academic Factors which support the application.

Based on this review the COM's Admissions Staff will determine whether the applicant will be invited to CHSU for an interview.

### **iii. Candidate Interview Offer and Admissions Committee Recommendation**

CHSU's College of Osteopathic Medicine uses an interview process to make determinations regarding admissions.

The interview will be completed in-person by one or more members of the faculty. The Interviewers will only receive the student's curriculum vitae ("CV") and personal statement from the supplemental application before the interview. The purpose of the interview is to assess oral communication skills, writing skills, leadership skills, professionalism, teamwork and the applicant's potential to be an osteopathic physician. The interview will also assess an applicant's ability to complete the program successfully and advance in the field of Osteopathic Medicine as a contributing member of a patient care team.

If an applicant is offered an interview, the applicant will be provided several interview dates from which to choose. All travel arrangements will be at the applicant's own cost.



## California Health Sciences University

The Interviewers will score the applicant's interview and forward their findings to the Admissions Staff. The Admissions Committee will review the entire Admissions File for each applicant and will make recommendations regarding admission of each applicant to the Dean for final decision. These recommendations will be either to: 1) accept; 2) place on a waiting list; or 3) not accept.

### **iv. Dean's Admission Decisions**

The Dean makes all final admission decisions. The Dean will notify in writing those applicants to be accepted to the COM. The Admissions Staff will notify in writing those applicants who have been placed on a waiting list and those who have not been accepted for the current admissions cycle.

The Admissions Staff will maintain a list of highly competitive applicants who would otherwise be accepted except for the fact that the class is full. Those waiting list candidates will be called by the Admissions Staff whenever a vacancy occurs up to the first day of COM orientation for the new academic year.

### **v. Registrar Verification**

After the admission decision is made and prior to the student's matriculation in the D.O. program, the University Registrar will confirm all final transcripts have been received by CHSU and prerequisite coursework has been completed. All information provided by applicants will be verified and applicants are expected to be honest regarding the information provided throughout the admissions process. Failure to provide honest responses is grounds for rejection of the application, rescission of an offer of admission or, after matriculation, expulsion from the COM.

## **VI. MINIMUM TECHNICAL STANDARDS FOR THE D.O. PROGRAM**

All applicants are required to comply with the Technical Standards for the D.O. program.

The California Health Sciences University acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 11-336, the Americans with Disabilities Act (ADA) 19903, and requires minimum technical standards be present in students accepted into the Doctor of Osteopathic Medicine (D.O.) program.

The program at CHSU is a rigorous and challenging academic program that requires students to possess specific characteristics and abilities within the cognitive, affective and psychomotor domains, referred to here as technical standards. An applicant or student must be able to combine



## California Health Sciences University

the functional use of visual, auditory and somatic senses to observe and demonstrate professional knowledge and skills presented in the classroom, laboratories and practice settings.

Conferring the D.O. degree on a student graduating from the COM indicates that each student has demonstrated that they have acquired and can apply the knowledge and professional skills essential to the roles and functions of a practicing physician.

The acquisition and application of these skills ensure the safety of patients served by the student and physician. Therefore, each student must be able to demonstrate proficiency in these skills with or without reasonable accommodation. These skills are as set forth below in the following Technical Standards that each student must possess in order to successfully complete all of the academic/curricular requirements for the D.O. degree.

The CHSU Admissions Committee reserves the right to deny admission to any applicant who cannot meet the Technical Standards as set forth below, with reasonable accommodations, as determined by the application process, interview and student disclosure. Every applicant is considered without regard to disability. Applicants are not required to disclose the nature of their disability(ies), if any, to the Admissions Committee. Any applicant with questions about these technical standards is strongly encouraged to discuss his/her specific issue(s) with COM Student Affairs prior to the interview process. If appropriate, and upon the request of the applicant, reasonable accommodations will be provided. Once admitted to the program, students will be expected to maintain the technical standards and demonstrate them through their coursework, interaction with peers and faculty, and in their professional experiences throughout the program. Reasonable accommodation for persons with documented disabilities will be considered on an individual basis, but a student in the Doctor of Osteopathic Medicine program must be able to perform in an independent manner. Students who fail to demonstrate the technical standards while in the program will be evaluated and appropriate action (e.g., remediation, counseling, or dismissal) will be taken. Because this expectation is separate from academic achievement, simply maintaining a passing GPA is not sufficient to prevent a student from being dismissed from the program. Furthermore, the College of Osteopathic Medicine reserves the right to dismiss any student from the program who either fails to disclose information relevant to their qualifications under the Technical Standards or falls out of compliance with the Technical Standards after admission to the program.

### **A. Observation**

A student must be able to observe a patient accurately at a distance and close at hand, noting nonverbal as well as verbal signals. The student must be able to observe and interpret presented information. Specific vision-related requirements include, but are not limited to the following



## California Health Sciences University

abilities: visualizing and discriminating findings on monitoring tests; reading written and illustrated material; discriminating numbers and patterns associated with diagnostic and monitoring instruments and tests; reading information on a computer screen and small print on packages or package inserts; distinguishing shapes, colors, markings, and other characteristics of small objects.

Observation requires not only the functional use of the sense of vision, but other sensory modalities as well such as hearing and other somatic senses. For example, observation can be enhanced in some situations by the use of the sense of smell.

### **B. Communication**

An osteopathic medicine student should be able to speak, hear and observe patients and other health care professionals in order to extract both verbal and non-verbal information, and must be able to communicate effectively with and about patients. Communication (in English) includes speech, reading, writing and computer literacy. The student must be able to perceive and respond appropriately to all types of communication (verbal, non-verbal, written) with faculty, staff, peers, patients, caregivers, family of patients, the public, and all members of the health care team.

Specific requirements include, but are not limited to, the following abilities; reading, writing, speaking and comprehending English with sufficient mastery to accomplish didactic, clinical and laboratory curricular requirements in a timely, professional and accurate manner; eliciting a thorough medical history; and communicating complex findings in appropriate terms that are understood by patients, caregivers, and members of the healthcare team.

Each student must be able to read and record observations and care plans legibly, efficiently and accurately. Students must be able to prepare and communicate concise but complete summaries of individual activities, decisions and encounters with patients. Students must be able to complete forms and appropriately document activities according to directions in a complete and timely fashion.

### **C. Sensory and Motor Coordination and Function**

Osteopathic Medicine students must have sufficient motor function to elicit information by palpation, auscultation, percussion, as well as other diagnostic and therapeutic maneuvers.

Basic laboratory skills to accomplish basic practice tasks utilizing both gross and fine motor skills, include but are not limited to: being able to perform basic laboratory tests (urinalysis, CBC, blood glucose testing, etc.), carry out diagnostic procedures (suturing, endoscopy, paracentesis, etc.) as well as read and interpret EKGs, X-rays and ultrasound images. Other



## California Health Sciences University

motor activities include performing first aid and/or cardiopulmonary resuscitation in the clinical setting. Students must be able to transport himself or herself to off-site clinical settings in a timely manner.

Osteopathic Medicine students must be able to execute motor movements reasonably required to provide general care, osteopathic manipulation treatments and emergency treatments to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, opening of obstructed airways, the Heimlich maneuver and performance of basic obstetric maneuvers.

Such actions require coordination of both gross and fine muscular movements, the ability to stand and equilibrium with the functional use of the senses of touch and vision. Students must be able to lift a minimum of 40 lbs. and stand for a minimum of one hour.

### **D. Intellectual, Conceptual, Integrative, and Quantitative Abilities**

A student should possess sufficient intellectual, conceptual, integrative and quantitative abilities to complete a rigorous and intense didactic and experiential curriculum.

Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, students must be able to comprehend three-dimensional relationships and to understand the spatial relationship of structures. They must be able to sit in a classroom and participate in a full eight-hour day. The practice of medicine requires periods of distinct concentration in surgery, trauma, emergency room care and other patient settings. Osteopathic Medicine students must be capable of extended periods of intense concentration and attention.

Students must be able to retain and recall critical information in an efficient and timely manner. Students must be able to identify and acknowledge the limits of their knowledge to others when appropriate and be able to recognize when the limits of their knowledge indicate further study or investigation before making a decision. Students must be able to interpret graphs or charts describing biologic, economic or outcome relationships. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of reports, and use of computer technology. Students are expected to be fully alert and attentive at all times in classroom and clinical settings.

### **E. Behavioral and Social Attributes**

Students must possess the physical and emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of effective relationships with patients.



## California Health Sciences University

Students must adapt to changing environments and possess coping mechanisms to respond appropriately to continue functioning in the face of uncertainties inherent in academic and clinical environments. Qualities and characteristics that will be assessed during the admission and education process are compassion, integrity, concern for others, interpersonal skills, interest, and motivation. Students must recognize and display respect for differences in culture, values, and ethics among patients, faculty, peers, clinical and administrative staff and colleagues. Students must be able to identify and demonstrate appropriate behavior to protect the safety and well-being of patients, faculty, peers, clinical and administrative staff and colleagues. Students must also be able to handle situations appropriately and professionally when those situations may be physically, emotionally, or intellectually stressful, including those situations that must be handled promptly and calmly. At times, this requires the ability to be aware of and appropriately react to one's own immediate emotional responses and environment.

### **F. Ethical Values**

An applicant and student must demonstrate a professional demeanor, conduct and behavior that are appropriate to his or her standing in the professional degree program. This includes compliance with the administrative rules applicable to the profession of osteopathic medicine and honor codes of the College of Osteopathic Medicine and the California Health Sciences University. Under all circumstances, students must protect the confidentiality of any and all patient information in their professional and personal communications. Students must meet the ethical standards set forth in the profession of osteopathic medicine.

### **G. Osteopathic Skills Labs and Physical Diagnosis Laboratory Policies**

All lab courses that include osteopathic manipulation and physical diagnosis/clinical skills courses include demonstrations, practical laboratory experiences and clinical opportunities. These courses require the active participation of all students in the group setting where students, through the active and tactile examination of others along with reciprocal examination, will learn and demonstrate the ability to evaluate and proficiently treat future patients.

The training of an osteopathic physician requires the ability to perform tactile examinations and osteopathic manipulative techniques on members of the same and opposite gender. The training of an osteopathic physician also requires that students experience and understand tactile diagnostic exercise and manipulative treatment. All students are required to participate both as patients and as examiners in the osteopathic skills lab and physical diagnosis lab and examine and be examined by members of the same and opposite gender, including but not limited to nationalities, ethnicities and other diverse groups.



## California Health Sciences University

As a graduate from the College of Osteopathic Medicine students have the ability to apply for licensure as a physician in all fifty states of the United States. The license is not restricted to any one particular gender, and therefore Osteopathic Medicine students must demonstrate the ability to practice medicine on both males and females.

In addition, students must be able to pass the requisite criminal background check, drug tests/screens, immunization/tests, and trainings required by, California law and/or California Health Sciences University College of Osteopathic medicine affiliated clinical training sites and their accrediting and/or regulatory agencies.

### **VII. TRANSFER APPLICANTS NOT ACCEPTED**

CHSU-COM does not currently accept transfer applicants.

### **VIII. DACA & INTERNATIONAL APPLICANTS**

#### **A. Deferred Action for Childhood Arrival (“DACA”) Applicants**

Deferred Action for Childhood Arrival (“DACA”) is an American immigration policy that allows certain undocumented immigrants who entered the country before their sixteenth (16<sup>th</sup>) birthday and who meet other restrictive criteria to receive renewable two-year work permits and exemption from deportation. CHSU welcomes applicants with DACA status to apply to its Osteopathic Medicine program. However, CHSU cannot guarantee licensure of DACA students by state licensing boards.

#### **B. International Student Applicants**

The COM does not sponsor visas for international applicants that require a visa to enter or remain in the United States.

International applicants who may lawfully enter or reside in the United States without the need for CHSU visa sponsorship are welcome to apply to the COM. However, the COM encourages all such applicants to communicate with the Osteopathic Medical Board of California to determine if they will be eligible to receive a license issued by that agency. Successful completion of the COM program does not guarantee all admitted students will receive such license. The COM will not be held liable to students who matriculate to CHSU and are later denied a California license for any reason, including, but not limited to, denial on a basis related to undocumented or other ineligible immigration status.

International students follow the same application steps as all other applicants applying to





## California Health Sciences University

the D.O. program. International students who have completed a bachelor's degree in the United States will be exempt from the below requirements and will be subject to the same admissions standards as described above.

At this time CHSU does not offer English Language Services to international students and fluency in English is required of all students. No instruction will occur in a language other than English.

With regard to international students who have not completed a bachelor's degree in the United States, the COM will consider such application within the context of that applicant's home country's educational environment, subject to the following additional requirements:

- International applicants must provide official copies of academic records (translated into English if received in a foreign language) from all colleges or universities attended after high school or equivalent.
- International applicants with U.S. permanent resident status and/or naturalized citizenship and holders of international visas who complete prerequisite courses from outside the United States must either: (a) submit an official evaluation of their coursework and degree(s), if any, from the World Education Services ("WES") (<http://www.wes.org/>) to AACOMAS; or (b) submit an official evaluation of their coursework and degree(s), if any, from International Education Research Foundation ("IERF") at [<http://www.ierf.org/>] to CHSU. Students may be exempt from the WES or IERF requirements as determined on a case-by-case basis. To request exemption, the applicant must follow the procedures above under "Exceptions to Prerequisite Requirements."
- International applicants applying to attend CHSU who are from a country where English is not the primary language spoken must submit scores on the Test of English as a Foreign Language ("TOEFL"). These scores may be submitted through AACOMAS. Minimum TOEFL scores required for admission are as follows:

<u>TEST TYPE</u>	<u>SCORE</u>
Paper-Based TOEFL	550
Computer-Based TOEFL	213
Internet-Based TOEFL	100



## California Health Sciences University

### **IX. ARTICULATION AGREEMENTS AND PATHWAYS PROGRAMS**

The COM has not entered into any articulation agreements with undergraduate education institutions. CHSU has policies regarding articulation agreements and related pathways programs and the COM will abide by such policies in the future development of such programs.

### **X. RE-ADMISSION OF PRIOR CHSU COM STUDENTS**

Students who withdraw from CHSU-COM, regardless of the reason, may be considered for readmission upon re-application. This policy does not apply to students who have been dismissed for academic performance or misconduct. Students that have been dismissed from CHSU-COM for any reason may not seek readmission to CHSU-COM.

Applicants are required to comply with all of CHSU-COM's admissions requirements for non-readmission applicants. In addition, applicants must submit a letter to the CHSU-COM Admissions Department that includes the following information:

1. Reason for withdrawal
2. Status/activities/academic and professional pursuits since withdrawal
3. Reasons why the applicant should be considered for re-admission

All documents must be submitted at least 90 days in advance of the academic year during which the applicant wishes to re-enroll. The Admissions Committee will review the application for readmission and reserves the right to request additional supporting documentation. All applicants will receive written notification of the Committee's decision via email.

In all cases of re-admission, students must complete the program within the maximum length of time permitted by the COM Graduation Requirements.

CHSU-COM may, in its sole discretion, allow the student to re-enroll in the next class of the same program, with the same enrollment status, number of credits and academic standing as when he/she last attended CHSU-COM. The student may also request admission at a later date, so long as completion of the program occurs within the time frame required by CHSU-COM's accreditor, COCA, as explained above. If the school determines that the student is not prepared to resume the program where they left off, the school must make reasonable efforts to help the student resume and complete the program. Such reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest, as long as such requirements do not place an undue hardship on the College. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that can be taken, the school is not required to readmit the student.



# California Health Sciences University

## **XI. DEFERMENT OF ADMISSIONS**

The COM does not permit the deferment of admission offers. An offer of admission applies only to the specific semester for which the applicant has applied. Applicants who are not able to attend the College of Osteopathic Medicine in the specific semester to which they have applied to and subsequently have been admitted in, will need to reapply for admission. Consequently, a student who was admitted to one semester may not necessarily be offered admission in another semester.

Under certain circumstances, an applicant's request for deferring admission may be considered on a case-by-case basis. Applicants seeking deferment must make such request following admission in writing to the Office of Admissions. Applicants may be required to submit relevant documentation supporting their deferment request. These requests will be forwarded to and then reviewed by the Admissions Committee. The Admissions Committee will make a recommendation regarding deferment to the Dean of the College of Osteopathic Medicine. Ultimately, these requests will be either granted or denied solely at the discretion of the Dean of the College of Osteopathic Medicine.

Applicants who have been granted deferment will not need to re-apply to CHSU and will be permitted to attend CHSU in the semester to which their admission has been deferred to. Deferred applicants must continue to meet all CHSU requirements during the entirety of the deferment period. Prior to enrollment, deferred applicants will need to comply with all admission criteria that were in place at the time they were initially offered admission into the College of Osteopathic Medicine, and not the admission requirements that are in place at the time the applicant actually attends CHSU.

## **XII. RETENTION OF ADMISSIONS RECORDS**

### **A. Applicants That Matriculate to CHSU**

The CHSU Office of the Registrar maintains a record for each enrolled graduate student at CHSU. Upon enrollment, the applicant file for each student will be maintained in the enrolled student's file maintained by the Registrar in accordance with the University's policy on record retention.

### **B. Applicants That Do Not Matriculate to CHSU**

Application materials submitted by applicants that were denied admission or who declined an offer of admission will be maintained by the COM's Admission office as follows:

- International Applicants: three (3) years from date of decision/declination;



## California Health Sciences University

- All other Applicants: two (2) years from date of decision/declination.

Thereafter, the records will be shredded or otherwise disposed of in a manner that maintains confidentiality of the information in accordance with the University's policy on record retention.

### **XIII. ADDITIONAL ENROLLMENT REQUIREMENTS**

All offers of admission to the COM are conditional on meeting additional pre-enrollment requirements. All admitted students must meet the following criteria in order to enroll in the COM:

#### **A. Health Insurance**

As an institution dedicated to the study of health care, CHSU places a great emphasis on personal health and well-being. The CHSU requires that all students be covered by a comprehensive medical and prescription drug insurance plan as required by the CHSU Student Health Insurance Policy.

#### **B. Criminal Background Check and Drug Screening**

Clinical education sites require students to undergo a criminal background check and drug screening prior to participation in clinical education curriculum. Therefore, all admitted students must successfully complete a criminal background check and drug screening prior to enrollment in the COM. In addition, students must be able to pass the requisite criminal background check, drug tests/screens, immunization/tests, as these may be required by either California law and/or California Health Sciences University College of Osteopathic Medicine affiliated clinical sites and their accrediting and/or regulatory agencies.

Admitted students will need to complete both the criminal background check and the drug screening through an appropriate third-party agency. CHSU will provide all students the relevant information to be able to complete both the criminal background check and the drug screening. Once completed, the third-party agency will release the background check and drug screening results to the applicant and CHSU. The COM encourages all applicants with potential issues on their background checks to communicate with the Osteopathic Medical Board of California to determine if they will be eligible to receive licensure by that agency. The College cannot guarantee all admitted students will receive such license.

Acceptance to the program will become final once the Office of Admissions verifies that all required information has been received and that the outcome of the background check is satisfactory. After enrollment, background checks and drug screenings may be repeated for each



## California Health Sciences University

student annually before the beginning of each academic year as needed to ensure eligibility for participation in experiential education curriculum.

The cost of initial and repeat background checks and drug screenings is the responsibility of the admitted or enrolled student.

### **C. Immunization Requirements**

Admitted students must comply with immunization requirements as they change from time to time as stated in the CHSU Immunization Policy. All immunization polices are established yearly by the University Office of Student Affairs (or designee).

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- Policy Owner: Dean of COM
  - Effective Date: 8/08/2018
  - Revised Date: 5/22/2019
  - Approval by Provost Date: 5/22/2019
  - Approval by the President Date: 5/22/2019