Lincoln Memorial University-
DeBusk College of Osteopathic Medicine

ADMISSIONS POLICIES

ADMISSIONS

The Director of Admissions is the primary contact for students making application to LMU-DCOM.

**AACOMAS Application**

LMU-DCOM participates in a centralized application service, the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS). The American Association of Colleges of Osteopathic Medicine (AACOM) offers prospective students a convenient, centralized on-line application service for accredited osteopathic medical schools. Through **AACOM's Application Service (AACOMAS)**, students can file one electronic application. AACOMAS then verifies and distributes the information to each of the colleges designated by the applicant. AACOMAS can be reached at www.aacom.org or AACOMAS, 5550 Friendship Boulevard, Suite 310, Chevy Chase, MD 20815-7231, (301) 968-4100.

**LMU-DCOM Supplemental Application**

The secondary application is available on the LMU-DCOM web page. The application should be returned with a $50.00 non-refundable application fee. Students are also required to submit the required letters of reference: one letter from an osteopathic physician and one from a premedical advisory committee. If the student’s undergraduate institution does not have a premedical advisory committee the student may submit letters from two science professors. Information on contacting an osteopathic physician in your community is available at www.DO-online.com or your state osteopathic association.

Once the secondary application and all the supporting material have been received in the LMU-DCOM admissions office the applicant’s file will be reviewed by the admissions committee. Interviews will be scheduled from September to April. The admission’s process operates on a rolling acceptance policy thus it is in the student’s best interest to apply as early as possible.
Undergraduate Course Requirements

1. **Completion of no less that 75 percent of the credits required for a baccalaureate degree from a regionally accredited college or university.** It is recommended that the applicant has an overall GPA of at least 3.0 and a minimum 2.8 science GPA. Because of the demanding nature of the program it is expected that most students will have cumulative and science GPAs of at least 3.2. Most candidates accepted for admission have earned a baccalaureate degree prior to matriculation. Students who have attended a foreign college must have their grades certified by a DCOM-approved vendor.

2. **Biology:** A minimum of eight semester hours, including two hours of laboratory work. It is highly recommended that in addition to the minimum biology requirements, that the student also take at least some portion of the advanced coursework in the biological sciences available at their undergraduate institution. It is not necessary to take every advanced biology course, but, in the past, students who have taken at least some portion of courses from the following list have had a less difficult time making the transition to medical school: physiology, genetics, biochemistry, cell biology, neuroscience, microbiology, behavioral science, human anatomy, and immunology.

3. **General Chemistry:** A minimum of eight semester hours, including two semester hours of laboratory work,

4. **Organic Chemistry:** A minimum of eight semester hours, including two semester hours of laboratory work.

5. **Physics:** A minimum of eight semester hours, including two hours of laboratory work.

6. **English:** A minimum of six semester hours of composition and literature.
Medical College Admissions Test

All candidates must submit their most recent scores on the Medical College Admission Test (MCAT). Scores older than three years will not be considered. The average MCAT score of successful candidates to medical school is typically 24 or greater.

Admissions Procedures

Following receipt of the applicant’s file the Admissions Committee will review the file and decide which applicants to invite for an interview. Following the interview and receipt of all necessary information the applicant’s file will again be reviewed by the committee at the weekly Admissions Committee meeting and assigned to one of the following categories: 1) Accept, 2) Alternate/Hold, or 3) Reject. Applicants will be notified in writing as soon as possible following the committee’s decision. Prior to matriculation the applicant/student must supply LMU-DCOM with official undergraduate transcripts to confirm the grades, coursework, and degrees as reported by AACOMAS.

International Students

International students seeking admission must meet the preceding criteria and submit the required documents. Further, if English is not his/her native language, the international student must submit her/his official score report from the Test of English as a Foreign Language (TOEFL). Minimum acceptable scores are either 600 on the paper based version, 100 on the internet based version, or 250 on the computer based version. The candidate must also display proficiency in English during the interview.

The international student must furnish evidence demonstrating means of financial support while enrolled at the University. All above documentation must be received and admission granted before issuance of an I-20 form, necessary for obtaining a student visa. The international student granted admission to LMU-DCOM will receive a letter of acceptance; the letter and the I-20 form furnished by the University must be presented to the Consular Officer of the United States to whom the student applies for a student visa. LMU-DCOM will not enroll any student not approved by the Department of Homeland Security; LMU-DCOM will not enroll students issued visas for enrollment at other colleges or universities.

New Students Applying to Enter the Country

In order to apply for an F-1 Visa, you will need to have received an I-20 from the college. After receipt of your official acceptance to LMU-DCOM, you must submit the following to the LMU-DCOM Office of Financial Services before an I-20 will be issued:

1. Proof of financial support for the cost of attendance ($55,015) for one year at LMU-DCOM; this may be satisfied by submitting one of the following documents:
   - An actual bank statement or official notarized statement from a bank showing proof of support in U.S. dollars; or
   - A completed Form I-134, Affidavit of Support;
2. If bringing dependents (spouse and/or children), you must furnish complete information on each and additional documentation of support ($5,000) for each dependent.

The college reserves the right to request additional information if not satisfied with any information received. An I-20 will be issued only after receipt of the items mentioned above and the college is satisfied that you have sufficient financial support to see you through four years of medical school. All documentation required to issue an I-20 must be received by the LMU-DCOM Office of Financial Services by May 1 or within 30 days of your receipt of official acceptance to LMU-DCOM if accepted after April 30.

In addition to your I-20, you will be required to submit a deposit equivalent to your last years’ tuition and fees ($31,500). This deposit is due no later than July 15 and will be held on account at LMU until the beginning of your fourth year of studies; (see NOTE below) Exceptions to this policy may be made for students who have already established a good financial history as undergraduate students at Lincoln Memorial University.

**Applicants with Foreign Coursework**

Applicants who wish to use coursework completed outside the United States must submit their transcripts for evaluation to one of the following services:

- **World Education Services**
  - P.O. Box 745, Old Chelsea Station
  - New York, NY 10113-0745
  - 212.966.6311
  - [www.wes.org](http://www.wes.org)

- **Josef Silny & Associates**
  - 7101 SW 102 Avenue
  - Miami, FL 33173
  - 305.273.1616
  - [www.jsilny.com](http://www.jsilny.com)

A course-by-course evaluation is required and all course work must be designated as undergraduate, graduate or professional. LMU-DCOM will only honor evaluations from one of the above services. The evaluation must be included with the application packet.

**Student Transfers**

LMU-DCOM accepts transfer students. Applications for transferring will be evaluated by the Admissions Committee. Transfer credits must meet the following criteria:

1. Transfer credits are only given if the student is eligible for readmission to the previously attended COM or other Liaison Committee on Medical Education (LCME) medical school.
2. Credits may be transferred only from medical schools and colleges accredited either by the AOA COCA or by the LCME.
3. When a student transfers from one COM to another COM, the last two years of instruction must be completed within the COM granting the D.O. degree.
4. When students transfer from an LCME accredited medical school or college to a COM at least two years of instruction must be completed within the COM.
a. In the case of LCME transfers, the COM requirement for osteopathic manipulative medicine must be completed prior to graduation.

5. The curriculum of the school from which the student is transferring must be equivalent to the LMU-DCOM curriculum. Decisions about curriculum equivalence between institutions will be decided by the LMU-DCOM Curriculum Committee, regardless of individual student’s qualifications. Because first year curriculums vary from school to school, it is sometimes not feasible to transfer between the first and second years of medical school. In general, transferring into the third year of medical school is more feasible. Students transferring into the third year must have passed COMLEX Level I.

6. Students interested in transferring should contact the Assistant Dean of Students.

Criminal Record Report

All medical students must have an updated criminal record report from a University approved vendor before starting medical school and prior to the start of clinical rotations. Failure to comply with this mandate will result in denial to matriculate or an enrolled student being withdrawn from his/her present program. The student will sign a disclosure and release form indicating knowledge of this policy and their belief that they do not have any criminal history that would disqualify them from clinical experience or patient contact. These reports are purchased at the expense of the medical student. The appropriate forms are available through the Office of Admissions and Student Advancement.

Health Requirements

Applicants accepted for admission are required to submit a medical history and physical examination information form that has been completed and signed by a licensed physician prior to matriculation. Also, applicants must have their own health insurance policy and provide evidence of such at the start of each Academic Year. Students who do not fulfill this requirement will not be allowed to be involved in any activity that requires seeing patients, with no exceptions.

LMU-DCOM, in conjunction with requirements of all hospitals accredited by the Joint Commission on Accreditation of Healthcare (JCAHO) and/or Healthcare Facilities Accreditation Program (HFAP) requires the following immunizations:

1) Annual TB test;
2) Chest radiography (every three years, if the TB test is considered positive);
3) Hepatitis B immunization (established by three reported dates of immunization or by documented testing of antibody titer);
4) Tetanus toxoid immunization (every 10 years); and
5) Rubella immunity (established by two reported dates of vaccination or documented antibody titer).

In order to assure our affiliated healthcare facilities that our students are appropriately immunized, the following LMU-DCOM policy is in effect:
1) All TB tests must be effective and current on June 1 of every year.
2) Failure to provide a current TB evaluation will prevent the student from participating in any clinical activities for the following year.
3) All students must provide evidence of Hepatitis B immunization by June 1. All Hepatitis B documentation must be completed on June 1 of the first-year rotation. This documentation must be delivered to the Administrative Assistant of the Department of Clinical Medicine. Failure to provide completed documentation will prevent the student from participating in any clinical rotations for the following year.

Prior to matriculation, the students must have all of the following records on file with the Office of Admissions and Student Advancement:

1) Immunization status report documenting immunity to diphtheria, tetanus, pertussis, chicken pox, polio, rubella, mumps, tuberculosis and hepatitis B.
2) Health History completed and signed by the student
3) Physical Exam completed and signed by a physician
4) Records Release Form authorizing LMU-DCOM to release health related information to LMU-DCOM affiliated training sites where the student will be rotating.

All the necessary paperwork will be mailed to the incoming students prior to matriculation.

**STUDENTS WITH DISABILITIES**

LMU does not discriminate, for purpose of admission to LMU or access to and treatment in LMU’s programs or activities, on the basis of disability. Every effort is made to accommodate the needs of the students with disabilities attending LMU. As buildings on the LMU campuses are remodeled, care is taken to assure that persons with disabilities have sufficient access to those buildings. LMU will also provide reasonable accommodations to students with properly documented disabilities. If a student with a disability has any issue or question about his/her disability, the Americans with Disabilities Act (“ADA”) and Section 504 of the Rehabilitation Act of 1973 (Section 504) he/she should contact the Vice President of Enrollment Management & Student Services in The Office of Student Services (Duke Hall, Suite 202, 423.869.6393). That contact information is also listed on the class syllabus for every LMU class. In addition, students with learning disabilities should become familiar with the services of the Tagge Center for Academic Excellence and Student Support Services, both located on the second floor of the library of the LMU Harrogate Campus.

**Request for Accommodations**

The following procedure must be followed in order for any student with a disability to receive accommodation:

1) The student must submit documentation of his/her disability to the Vice President of Enrollment Management & Student Services (guidelines for proper documentation are set forth below);
2) The Vice President of Enrollment Management & Student Services will contact the student concerning arrangements for reasonable accommodations (student must be prepared to discuss specific accommodation needs);
3) A "Student Accommodation Form" listing the accommodations to be provided to the student during a particular semester, will be circulated to the student’s faculty for review and signature;
4) The student must contact the Vice President of Enrollment Management & Student Services prior to each semester for reauthorization and accommodations for the upcoming semester.

NON-DISCRIMINATION POLICY
In support of the Mission Statement and the principles on which it is based, Lincoln Memorial University is committed to equal opportunity for all students, staff, and faculty and to nondiscrimination in the recruitment, admission, and retention of students and the recruitment, hiring, promotion, and retention of faculty and staff.

Lincoln Memorial University reaffirms its commitment to personnel and educational policies that comply with the requirement applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at Lincoln Memorial University shall, on the basis of age, color, creed, disability, ethnic/national origin, gender, military status, pregnancy, race, religion, sexual orientation, or any other class protected by applicable law, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.