

## **POLICY NUMBER: DCOM 9.1**

### **ADMISSIONS AND TECHNICAL STANDARDS POLICY**

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#### **I. PURPOSE**

To establish policies and procedures for defining and maintaining admission and technical requirements for the selection of potential osteopathic medical school students.

#### **II. POLICY STATEMENT**

In accordance with the Commission on Osteopathic College Accreditation (COCA) Element 9.1, it is the policy of LMU-DCOM to develop, define, and maintain admissions requirements and technical standards that are tied to the DO program mission for the selection of potential applicants to become osteopathic medical students of LMU-DCOM.

#### **III. DEFINITIONS**

Technical standards are the non-academic skills and abilities necessary for the successful completion of the course of study in osteopathic medicine.

#### **IV. AUDIENCE**

This policy applies to all stakeholders (faculty, staff, students, administration, and community members) interested in learning more about or participating in LMU-DCOM admission policies and processes.

#### **V. COMPLIANCE**

##### **COCA Standard 9, Element 1:**

“A COM must establish and publish, to the public, admission requirements for potential applicants to the osteopathic medical education program and must use effective policies and procedures for osteopathic medical student selection for admission and enrollment, including technical standards for admissions. A COM must tie all admissions policies to the COM mission.”

#### **VI. ROLES AND RESPONSIBILITIES**

**Responsible Office:** LMU Graduate Admissions LMU-DCOM; LMU-DCOM Admissions Committee (Its function is to review and consider applicants for admission to the DO Program, advise and recommend to the Dean the candidates for admission and to review criteria for screening and admission to the medical school DO Program.)

**Responsible University Officer:** Director of Admissions-LMU-DCOM; Chair, LMU-DCOM Admissions Committee; Co-Chair, LMU-DCOM Admissions Committee

**Policy Oversight Committee:** LMU-DCOM Policy Process Committee

## **VII. STANDARDS**

### **Transfer Students**

#### **LMU-DCOM Policy 9.3**

## **VIII. PROCEDURE**

### **Admissions Prerequisites**

Completion of no less than 75% of the credits required for a baccalaureate degree from a United States Department of Education (USDE) recognized accrediting body.

Successful completion of the following coursework with a grade of "C" or higher in each course:

- Biology: Minimum of 8 semester hours (including lecture and lab)
- Inorganic Chemistry: Minimum of 8 semester hours (including lecture and lab)
- Organic Chemistry: Minimum of 8 semester hours (including lecture and lab)
- Physics: Minimum of 8 semester hours (including lecture and lab)
- English: Minimum of 6 semester hours
- MCAT (can be no more than 3 years old)

Labs are required in all science prerequisites unless otherwise noted.

We will accept a combination of 16 hours of inorganic chemistry, organic chemistry, and biochemistry.

If you attend a Canadian university, we will accept 6 semester hours of the above science prerequisites when labs are included.

Final grades for all prerequisite courses must be verified before registration as an LMU-DCOM student.

### **Transfer Students**

LMU-DCOM Policy 9.3 outlines the transfer policy in accordance with COCA Standard 9, Element 3:

“A COM must publish and follow policies regarding transfer or admissions with advanced standing. A COM may only accept credits from a school accredited by the COCA or Liaison Committee on Medical Education (LCME) where the student is eligible for readmission. The COM must ensure that if transfer occurs from an LCME accredited school of medicine, the student must acquire OMM/OPP competency prior to graduation from the COM. The last two years of education must be completed at the COM granting the degree.”

### **Application Process**

**PLEASE NOTE THAT THE HARROGATE AND KNOXVILLE LOCATIONS SHARE THE SAME DESIGNATION ON THE AACOMAS APPLICATION.**

#### **STEP 1 - COMPLETE THE 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 AACOMAS, applicants can file one electronic application. AACOMAS then verifies and distributes the information to each of the colleges designated by the applicant. Applicants can reach AACOMAS at [www.aacom.org](http://www.aacom.org) or AACOMAS, 5550 Friendship Boulevard, Suite 310, Chevy Chase, MD 20815-7231.

The AACOMAS application cycle opens in early May.

For AACOMAS application questions or assistance, please view application instructions which includes contact information, instructions, and other important details.

#### **STEP 2 - COMPLETE THE SUPPLEMENTAL APPLICATION FOR LMU-DCOM:**

When we receive an AACOMAS application, we email a link to our supplemental application. We will start emailing links to our supplemental application in June.

There is a supplemental institutional processing fee. The deadline for the AACOMAS application, supplemental application, supplemental institutional processing fee, and supporting documentation is mid-March.

We will waive the LMU-DCOM supplemental institutional processing fee for LMU Master of Science students and applicants who qualify for an AACOMAS fee waiver.

Because we interview and admit on a rolling basis, we strongly encourage applicants to submit their completed application packages at least four weeks prior to the March deadline.

#### **STEP 3 - SUBMIT MEDICAL COLLEGE ADMISSION TEST (MCAT) SCORES**

All candidates must submit their official scores on the Medical College Admission Test (MCAT).

Scores from test dates older than 3 years at the time of application will not be considered. These scores need to be reported and verified on your AACOMAS application.

#### **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 coursework must be designated as undergraduate, graduate, or professional. LMU-DCOM will honor foreign coursework evaluations from only the above services. The evaluation must be included with the supplemental application.

**Changes due to COVID-19**

**LMU-DCOM will accept pass/fail credits for prerequisite coursework completed during the spring and summer of 2020.**

**Review of the application file by the Admissions Committee****INITIAL REVIEW**

Following receipt of the applicant's completed application, a member of the Admissions Department will holistically review the file and decide which applicants to invite for interviews. Interview invitations are sent via email.

**INTERVIEWS**

The LMU-DCOM interview cycle typically starts in September and concludes in May. Each applicant participates in one interview with one faculty/staff member. The interview is closed file and lasts up to 20 minutes.

**POST-INTERVIEW DECISION**

Following the interview and receipt of all necessary information, the Admissions Committee will review the applicant's file and assign it 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 as a first year LMU-DCOM student, the applicant must supply LMU-DCOM with official undergraduate transcripts to confirm the grades, coursework, and degrees as reported by AACOMAS.

## **QUALIFICATIONS**

The Admissions Committee will select students for admission based on a variety of factors.

- Academics
- GPA
- Individual course grades
- Rigor of undergraduate/graduate curriculum
- Grades in prerequisite coursework
- Upward trends in grades
- MCAT scores
- Experiences
- Exposure to osteopathic medicine
- Employment in the medical field
- Volunteer experience (especially in the medical field)
- Leadership
- Research
- Other
- Mission-fit
- Interests in rural health and/or underserved communities
- Passion, motivation, and maturity

LMU-DCOM seeks to attract and retain the best and brightest applicants whose career goals are consistent with the mission and purpose of the college. We seek to enroll inquisitive, intuitive, compassionate students who are passionate about the science and art of medicine and who desire to serve others in underserved areas.

### **Letters of Recommendation**

## **REQUIRED LETTERS OF RECOMMENDATION**

- One Pre-Medical Committee letter  
OR
- Two letters from science professors  
AND
- One Physician Letter DO or MD

**Letters of recommendation should be on official letterhead, contain a signature, and not be more than three years old.**

#### **THE COMMITTEE/PROFESSOR LETTER(S)**

If using a pre-medical committee letter, the letter should include the names and credentials of all committee members.

Letters from social sciences (e.g., psychology) professors and mathematics professors will not fulfill the science LOR requirement.

#### **International Students**

International students will *not* be considered for admission to LMU-DCOM.

*Deferred Action Childhood Arrival (DACA) students will not be considered for admissions to LMU-DCOM.*

#### **Technical Standards**

##### **Lincoln Memorial University-DeBusk College of Osteopathic Medicine**

*Technical standards are the non-academic skills and abilities necessary for the successful completion of the course of study in osteopathic medicine. The Educational Council on Osteopathic Principles has recommended the following non-academic criteria for admission and continued program participation for osteopathic medical students in programs leading to the Doctor of Osteopathic Medical (DO) degree.*

#### **INTRODUCTION:**

Lincoln Memorial University-DeBusk College of Osteopathic Medicine (LMU-DCOM) is committed to the admission and matriculation of all qualified students and does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, or disability. Regarding disabled (or physically challenged) individuals, the College will not discriminate against such individuals who are otherwise qualified, but the College will expect that minimal technical standards be met by all applicants and students as set forth herein. These standards reflect what has been determined to be reasonable expectations of osteopathic medical students and physicians in performing common and important functions, keeping in mind the safety and welfare of the patients for whom our graduates will care.

#### **TECHNICAL STANDARDS:**

An osteopathic physician must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to perform the activities described below, candidates for the D.O. degree must be able to learn, integrate,

analyze, and synthesize data quickly, accurately, and consistently. To facilitate the attainment of optimum care and safety, students at LMU-DCOM must:

1. Behave in a manner exhibiting high moral and behavioral standards reflecting the position and status of an osteopathic physician.
2. Demonstrate respect for individuals and groups with consideration to the diversity of age, gender, nationality, race, religion, sexual orientation, or disability.
3. Students of osteopathic medicine must meet minimal technical and ability standards. The practice of medicine in general and osteopathic medicine in particular, requires the ability to learn, process, and utilize a great deal of knowledge and experience. Students must have the ability to see, hear, and touch independently to optimally assess the physical, mental, and emotional status of patients. Where a deficiency occurs, it must be compensated with the aid of prosthetics to the extent that the student's functioning is equal to that of a non-impaired student. Reasonable adaptations are those that will enable the osteopathic student to function independently and when necessary, in a team-like fashion with other health professionals in an unimpaired manner.

LMU-DCOM expects its applicants and students to meet certain minimum technical standards as outlined below. Every applicant and student of LMU-DCOM is expected to possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty. The holder of a Doctor of Osteopathic Medicine degree must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. LMU-DCOM has adopted these standards with due consideration for the safety and well-being of the patients for whom its graduates will eventually care. The specific technical standards recommended by LMU-DCOM are set forth below.

### **Observation & Visual Integration**

Applicants and students must have sufficient visual capabilities to observe demonstrations, experiments, and laboratory exercises in the basic and clinical sciences, as well as proper evaluation and treatment integration in order to assess asymmetry, range of motion, and tissue color and texture changes. They must be able to observe a patient accurately at varying distances and with the ability to discern non-verbal communication. Applicants and students must have the ability to determine size and depth of an object in low light at 0.3cm.

### **Communication**

Applicants and students should be able to speak, hear, and observe patients in order to elicit information, examine patients, describe changes in mood, activity, and posture, and perceive nonverbal communication. They must be able to communicate effectively and sensitively with patients in English. Communication includes not only speech but also reading and writing. Applicants and students must be able to communicate effectively and efficiently in oral and written form with all members of the health care team in English.



### **Motor Function**

Applicants and students should have 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), administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, the performance of obstetrical maneuvers, and osteopathic manipulative medicine. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

### **Sensory Skills**

Applicants and students of osteopathic medicine must possess an enhanced ability to use their sensory skills. Individuals with disabilities who have significant tactile sensory or proprioceptive disabilities may require a thorough evaluation to determine if they are otherwise qualified, with or without reasonable accommodation. Such individuals may include those with significant previous burns, sensory motor deficits, cicatrix formation, and malformations of the upper extremities.

### **Strength and Mobility**

Medical treatments, such as osteopathic manipulative medicine and cardiopulmonary resuscitation, often require upright posture with sufficient upper & lower extremity and overall body strength and mobility. Individuals with disabilities who have significant limitations in these areas may require evaluation to determine if they are otherwise qualified, with or without reasonable accommodation.

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

Applicants and students must be able to concentrate, analyze and interpret data, and make decisions within areas in which there is a reasonable amount of visual and auditory distraction. They must perform these functions under a time limitation and do so under a reasonable amount of stress, as physicians are expected to be able to perform such duties in diverse clinical settings where others may be present and where there is a certain degree of noise. Applicants and students must be able to accurately write prescriptions, accurately perform basic mathematical functions, and accurately and quickly read charts with minimal error in areas where there may be distractions. They also must demonstrate ability to comprehend three-dimensional relationships, and to understand spatial relationships of structures.

### **Behavioral and Social Attributes**

Applicants and students must possess the emotional health required for full utilization of their intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of patients and the development of mature, sensitive, and effective professional relationships with patients. Applicants and students must be able to



tolerate physically taxing workloads and adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the missions and educational processes.

### **Participation in Osteopathic Principles and Practice (OPP) Laboratory and Essentials of Patient Care (EPC) Encounters**

Active participation in Osteopathic Manipulative Medicine Laboratories and Clinical Care Encounters is an admission, matriculation, and graduation requirement. During Osteopathic Manipulative Medicine laboratory and clinical care encounters, it is imperative to the educational process that the body region being examined and/or treated will need to be exposed for observation, palpation, and treatment. The examination and treatment must be conducted in a respectful and professional manner.

The development of palpatory skills used for diagnosis and treatment is significant and required in osteopathic medical schools. Stedman's Medical Dictionary defines "palpation" as examination with the hands and fingers, touching, feeling, or perceiving by the sense of touch. Palpation in the osteopathic educational context is the use of touch to examine the body. Palpatory skills are used in all areas of osteopathic medical practice and are especially important in the evaluation and treatment of the musculoskeletal system.

The development of palpatory skills and ability to perform osteopathic treatments are initiated in the first- and second year labs. This learning requires active participation in all laboratory sessions where students palpate and will experience palpation by their peers and instructors of all genders to enhance the development of their own palpatory skills. Each student will palpate a variety of people with different body types to simulate the diversity of patients expected in a practice setting. Fingernails must be trimmed so as not to impair palpation or cause discomfort to the person being palpated.

The osteopathic medical profession uses a variety of treatment models through which the student will learn the art, science, and skills of osteopathic manipulative treatment. Psychomotor skills are developed by repetition and reinforcement. Reading and observation, while helpful in understanding the didactic concepts, do not develop the skills required to perform palpatory diagnosis and manipulative treatment. Each student is required to actively participate in all skill development sessions.

### **Dress Code in Osteopathic Principles and Practice Laboratories**

The dress requirement in clinical skills training sessions is designed to promote learning by providing optimal access to diagnostic observation and palpatory experience. Wearing inappropriate clothing interferes with a partner's experience of diagnosis and treatment.

Appropriate attire must be clean and includes:

- Shorts which are several inches above the knee - (no jean shorts, cut-offs, cargo, thick-seamed shorts, spandex, short shorts, or knee length shorts)
- T-shirts - If not wearing the OPP-approved t-shirt with a slit up the back, all genders will be asked to remove t-shirts while acting as patients.
- Bras or bathing suit tops for women with thin straps - these should expose the spine
- Students may wear scrubs (or other apparel approved by the course director) over the laboratory attire when not in the role of the patient.
- When in the role of the patient, each student is expected to remove her/his shoes (no shoes are permitted on the tables).
- Hats or head coverings (other than for religious purposes) are not permitted in lab.
- Religious head coverings must be modified when necessary to allow palpation when they would obscure the immediate area to be examined or treated (e.g., head, neck, upper back). Modifications can include adjustment of the covering permitting unobstructed palpation beneath the covering; or substitution of a thinner material that allows for adequate evaluation and treatment.
- Each student must be appropriately attired before class begins. Failure to be appropriately attired for class impedes the educational process and will not be tolerated.

Any student with a pre-existing health problem that may preclude examination and/or treatment in a clinical skills laboratory is required to submit a written request for limitation and/or exclusion to the department chair (or designee) and present appropriate medical documentation. A physician member of the department will review this information on a case-by-case basis and may require additional diagnostic measures. The department member reviewing the case will determine any limitation or exclusion from participation, and the student will be notified in writing of the decision.

#### **IX. CONTACT INFORMATION**

For more information regarding this policy, please contact the Director of Admissions, LMU-DCOM, 423-869-6747, and the Office of Admissions, LMU-DCOM, 423-869-6512.

## **X. DOCUMENT HISTORY**

### Version S23.1

Approved by LMU-DCOM Dean's Council:	5/11/22
Approved by LMU Office of General Counsel:	5/19/22
Editorial Updates	3/27/23

### Version S24.1

Editorial Updates	10/04/24
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## **XI. FORMS**

Admissions Prerequisites Link:

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/do/admissions/admissions-prerequisites>

LMU-DCOM Application Process Link:

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/do/admissions/the-application-process>

LMU-DCOM Technical Standards

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/do/admissions/technical-standards-for-admission-and-retention>