



# California Health Sciences University

## COLLEGE OF OSTEOPATHIC MEDICINE (COM) ADMISSIONS AND ENROLLMENT POLICY CLASS OF 2028

### **PURPOSE & SCOPE**

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

To accomplish its mission, it is essential that CHSU-COM only admit students that it believes will be successful in the COM’s program and, ultimately, the Osteopathic Medicine profession. Additionally, CHSU seeks to achieve diversity among the members of the COM’s student body because learning in an environment with students from different races, cultures, and life experiences generates a higher level of cultural competence. 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, other factors considered include an applicant’s extracurricular activities, relevant life experiences, research, work and volunteer experience (including, but not necessarily limited to, experience in an osteopathic medical 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 can demonstrate motivation for and a commitment to health care.

This policy explains the admissions process for applicants at CHSU’s College of Osteopathic



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Medicine and provides guidance on minimum requirements necessary to be eligible to apply to the program. Additionally, the policy discusses record retention procedures for admissions records, and program academic and technical standards.

### **Non-Discrimination Admission Statement**

The COM does not discriminate on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age, disabilities or religion, or based on any other membership in a protected class. CHSU-COM selects applicants in compliance with CHSU's [Non-discrimination policy statement & purpose](#).

### **ADMISSIONS COMMITTEE DESCRIPTION**

The COM Admissions Committee and the Admissions Staff review application materials for applicants to the College, along with input from selected faculty members who have interviewed applicants in accordance with procedures established by the College. Recommendations regarding admissions decisions are made 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 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 operations and composition of the Admissions Committee are described in [COM Governing Statute 3](#).

### **COMPETITIVE APPLICANT PROFILES**

National averages for qualifying GPA and MCAT scores for students matriculating in Osteopathic Medical Colleges can be found at [https://choosedo.org/admission- requirements/](https://choosedo.org/admission-requirements/).

A competitive applicant will likely have one or more of the following or similar qualities:



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

### PRE-APPLICATION AND TIMELINE

Prior to applying to attend CHSU, applicants are strongly encouraged to explore and gain a thorough understanding of what it means to have a career in Osteopathic Medicine. Importantly, applicants should understand the CHSU Team Based Learning model which emphasizes collaborative learning. Applicants are also required to commit to 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 offered on an ongoing basis throughout the application process. Applicants will be notified by mail, email, and phone if they have been accepted into the COM. Instructions and deadlines regarding the AACOMAS application are available from AACOMAS ([www.choosedo.org](http://www.choosedo.org)).

### ADMISSION REQUIREMENTS

The following admissions requirements will be explained in detail below:

1. Letters of Recommendation.
2. Prerequisite Coursework and Requirements.
3. Bachelor's Degree.
4. MCAT; and
5. Admissions Process and Requirements

#### A. Letters of Recommendation



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- i. CHSU requires two (2) 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**: One (1) letter from a physician (D.O. or M.D.). It can reflect shadowing, volunteer, or work experience. A letter of recommendation from an osteopathic physician is recommended; AND
- ii. One (1) academic letter written by a college science professor who has instructed the applicant. The letter should detail the applicant's aptitude in a challenging academic setting.

NOTE: A pre-med or pre-health profession committee letter that includes items listed above will satisfy the requirements for those items.

### **B. Additional Requirements for Letters of Recommendation**

Letters from relatives, spouses, family friends, or the applicant's family physician will not be accepted – authors should be as objective as possible.

Letters will only be accepted through AACOMAS or Interfolio. Applicants who wish to utilize Interfolio must have letters sent to AACOMAS. CHSU-COM does not accept paper letters of recommendation, or letters sent directly from the evaluator or applicant via either mail or email. CHSU-COM reserves the right to refuse any letter that is not submitted on professional or college/university letterhead and signed by the evaluator.

Applicants are responsible for submitting applications consistent with these requirements. CHSU- COM will not be responsible for receipt or processing of materials that do not conform to these guidelines.

Application packets will only be reviewed by Admissions after all required letters are submitted to AACOMAS.

### **C. Prerequisite Coursework Required for Admission**



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Admission to the College of Osteopathic Medicine requires completion of the prerequisite courses identified in the chart below. Applicants may not use the same course to fulfill more than one (1) 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 the course was completed.

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 unit is equivalent to one-point-five (1.5) quarter units and applicants to the COM must have completed either the number of quarterunits 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	3	4
Biology	8	12
Inorganic or General Chemistry	8	12
Organic Chemistry	8	12
Physics	8	12
English (e.g. Composition/Literature)	6	9

AP Credits are accepted if specified on transcripts.

Additional college courses that are recommended but not required include 300-400 level courses that will enhance a student’s knowledge in: Microbiology, Biochemistry, Anatomy, Physiology, Genetics, and Immunology.



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## D. Prerequisite Coursework Requirements

The following requirements apply to all prerequisite coursework identified in the section above..

*i. Must Be Taken at Accredited College or University*

All prerequisites must be completed at an institution accredited by an agency recognized by the U.S. Department of Education. For international students, please see separate provisions in this policy applicable to international coursework.

*ii. Deadline for Prerequisite Completion*

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

*iii. 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.

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

All applicants must complete all prerequisite requirements within ten (10) years of 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.

## E. Bachelor's Degree Required

California Health Sciences University College of Osteopathic Medicine requires a bachelor's degree (B.S. or B.A.), or equivalent. Any undergraduate major is considered but a strong science background is essential.



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### F. MCAT Examination

To be eligible for admission, all applicants must have an MCAT score of 500 or above, with no MCAT subsection score below the 25<sup>th</sup> percentile. MCATs must have been taken within the past three (3) calendar years to satisfy this requirement.

### G. Other Considerations

Proficiency in a language other than English is a skill highly desirable for practicing physicians to allow them to communicate effectively with diverse patient populations. This skill is especially important in addressing the needs of diverse 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, immersion in a non-English speaking country, or by foreign language course work, is preferred but not required.

### H. Admissions Process and Requirements

The following steps comprise the COM's admissions process:

- i. AACOMAS Primary Application Submission;
- ii. Primary Application Review;  
Invitation to Complete Supplemental Application
- iii. Candidate Interview Offer;  
Interviewers Recommendation;  
Admissions Committee Post-Interview Discussion  
Recommendations to the Dean;
- iv. Dean's Admission Decision.

Each of the above steps in the admissions process are described below.

#### i. AACOMAS Primary Application Submission

Applicants must first complete a **primary application** through the centralized online application service, American Association of Colleges of Osteopathic Medicine Application Services ("AACOMAS"), available to all accredited



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osteopathic medical schools. AACOMAS allows prospective students to complete one (1) 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 <https://aacomas.liasoncas.com/>. Applicants are required to submit MCAT scores, final transcripts verifying all completed coursework, letters of recommendation, personal statement, and an application fee through AACOMAS. For help with questions related to primary applications, contact AACOMAS Customer Service at 617-612-2889 or [aacomasinfo@liaisoncas.com](mailto:aacominfo@liaisoncas.com).

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

Once CHSU-COM has received the applicant's primary application from AACOMAS, the application will be screened by the Office of Admissions Staff ("Admissions Staff") to confirm that the application meets the minimum initial requirements, including all the following:

- a. Overall cumulative and science grade point average (GPA) of 3.0 or higher (on a 4.0 scale).
  - o GPA calculations are completed by AACOMAS and will be based upon all courses completed at the time of application.
  - o If a student has retaken a course multiple times, all grades received for that course will be accounted for in calculating cumulative GPA.

- b. MCAT score of 500 or higher.

- o No score for MCAT sub-sections lower than the 25<sup>th</sup> percentile.

CHSU Admissions recognizes that some applicants choose to complete post baccalaureate courses or graduate programs to build upon their undergraduate knowledge. During the holistic review, these credits are taken into consideration.





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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 may include essays and other questions to assess the applicant's knowledge of CHSU-COM's mission and values, as well as topics related to healthcare. The supplemental application process also requires payment of a non-refundable fee, although this fee may be waived for applicants who have been granted an AACOMAS Fee Waiver.

Minimum requirements for receipt of a supplemental application invitation will be published by the COM prior to each admissions application cycle.

Completed Supplemental Applications will be evaluated in a holistic manner by the Admissions Office staff to determine which applicants will be offered an interview.

### **iii. Candidate Interview Offer, Interviewer Recommendation, Admissions Committee Post-Interview Discussion, and Recommendations to the Dean**

CHSU College of Osteopathic Medicine admissions process includes an interview. The interview will be completed in-person or remotely, by one or more members of the faculty. Interviewers will not receive any information about the candidate's scores, grades, experiences, or application before the interview. The purpose of the interview is to assess oral communication skills and professionalism. 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 and connection/technology costs will be the applicant's responsibility.

Interviewers will score the applicant's interview; results will be forwarded to the



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Admissions Committee. 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 waiting list of highly competitive applicants who may be offered acceptance at a later date. Applicants on the waiting list could be called by the Admissions Staff when a vacancy occurs, up to the last day of COM Orientation for the new academic year.

## **STUDENT ENROLLMENT AGREEMENT**

Students who are accepted into the COM will be presented with a Student Enrollment Agreement. The Student Enrollment Agreement must be completed and submitted to the COM in order to show the applicant's intent to accept the COM's offer of admission and enroll in the program. The Student Enrollment Agreement is a legally binding contract when it is signed by the applicant and accepted by the institution. In signing the Enrollment Agreement, the applicant acknowledges the catalog and student handbook have been made available to read and review.

## **SEAT DEPOSIT**

Accepted students are required to pay a seat deposit to secure their seat in the class. Both the



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Enrollment Agreement and seat deposit must be received before the offer deadline, or the seat will be forfeited. The signed Enrollment Agreement must be received before the seat deposit can be accepted. The deposit will be applied toward the student's first year of tuition.

- Those accepted before January 14 will have 30 days to pay the deposit of \$1250
- Those accepted between January 15 and May 14 will have 14 days to pay the deposit of \$1250
- Those accepted after May 14<sup>th</sup> may be asked for immediate deposit of \$1250.

Students choosing not to attend the COM after paying the seat deposit will receive a refund, minus the non-refundable portion of \$250.

### **RIGHT TO CANCEL**

A student has the right to cancel their Enrollment Agreement and obtain a refund of all charges paid through attendance at the first-class session or the seventh day after enrollment, whichever is later, less the non-refundable two hundred fifty dollar (\$250) fee. Students who wish to cancel their enrollment agreement must notify the

CHSU-COM Office of Admissions of the cancellation by email or mail. If a student obtains a loan to pay for an educational program, the student may be required to return all, or a portion of, their loan. If the student has received a disbursement as a result of a credit balance on their account, they will be responsible to repay this loan amount plus interest directly to the lending institution.

### **VERIFICATION OF TRANSCRIPTS**

After the admission decision is made and prior to the student's matriculation in the D.O. program, the COM Admissions Office will confirm that all final transcripts have been received by CHSU and prerequisite coursework has been completed. All information provided by applicants will be verified. 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, if discovered after matriculation, expulsion from the COM.

### **RECRUITING A DIVERSE STUDENT BODY**



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In support of CHSU's Mission, Vision, and Values, CHSU-COM strives to enroll a student body that reflects the diversity of the California Central Valley, representing a wide range of life experiences and backgrounds, as set forth in the University's Non-Discrimination Policy. The COM works to attract a diverse pool of qualified applicants through formal and informal recruiting efforts with institutions of higher education and with student associations and organizations which reflect underrepresented groups. The Admissions department supports outreach programs to increase educational opportunities and medical school preparedness to local college and high school students.

### **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 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



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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 University 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 their specific issue(s) with COM Student Affairs prior to the interview process. 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. 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.

### **I. 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 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



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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.

### II. 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.

### III. 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 (endoscopy, paracentesis, etc.) as well as read and interpret EKGs, X-rays and ultrasound images. Other motor activities include performing suturing, first aid and/or cardiopulmonary resuscitation in the clinical setting. Students must be able to transport themselves to off-site clinical settings in a timely manner.



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Osteopathic medical 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 forty (40) lbs. and stand for a minimum of one hour.

### **IV. 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.

### **V. Behavioral and Social Attributes**



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Students must possess the physical and emotional health required for full utilization of their 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. 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.

### **VI. Ethical Values**

An applicant and student must demonstrate a professional demeanor, conduct and behavior that are appropriate to their standing in the professional degree program. This includes compliance with the administrative rules applicable to the profession of osteopathic medicine and 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.

### **VII. 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





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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.

Osteopathic physicians utilize palpation (clinically appropriate touching) as part of the osteopathic approach to treatment. As part of the educational process, CHSU-COM students must be able to tolerate being touched, examined and receiving osteopathic manipulation by members of all genders, and to touch others (of all genders) in order to acquire the skills necessary for palpation and examination. This palpation is performed in a professional and appropriate manner.

Applicants must identify to the COM Office of Admissions all areas where there is question in meeting these technical standards. If an applicant has a question about his/her ability to meet the minimal technical standards, the applicant is required to notify the Office of Admissions in advance of applying so reasonable testing and evaluation may occur.

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 any/all genders, including but not limited to nationalities, ethnicities, and other diverse groups.

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 gender, and therefore Osteopathic Medicine students must demonstrate the ability to practice medicine on all genders.

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.

### **TRANSFER APPLICANTS**



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CHSU-COM does not currently accept transfer applicants.

### **DACA & INTERNATIONAL APPLICANTS**

#### **1. 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; the COM encourages all applicants with DACA status to communicate with the Osteopathic Medical Board of California, or the state where they plan to practice, to determine if they will be eligible to receive a license issued by that agency.

Please note: DACA students are not eligible for federal financial aid but may be eligible for private alternative loans. Please reach out to the office of Financial Aid if you have additional questions.

#### **2. International Student Applicants**

The COM does not sponsor visas for international applicants who 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, or the licensing authority in the state or country where they plan to practice, 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



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will receive such license. The COM will not be held liable to students who matriculate to CHSU and are later denied an osteopathic medical license in any state 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 the D.O. program. International students who have completed a bachelor's degree in the United States will be exempt from the requirements listed below 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. Instruction will not be provided 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.
- 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



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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

### **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.

### **RE-ADMISSION**

#### **a. 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. Unless otherwise specified in a dismissal decision, students who have been dismissed from CHSU-COM for any reason may not seek readmission to CHSU-COM.

Re-admission applicants are required to comply with all CHSU-COM’s admissions requirements for all other 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



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### 3. Reasons why the applicant should be considered for re-admission

All documents must be submitted at least ninety (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.

All current or former students returning from an approved extended period away from CHSU-COM, such as a leave of absence or an offer to repeat an academic year, must notify CHSU-COM in writing of any offenses, including deferred adjudications, at least sixty (60) days prior to the anticipated return date. An offense occurring less than sixty (60) days prior to the anticipated return date must be reported to the COM - Director of Student Affairs within 24 hours of the offense. Nondisclosure or falsification of any related information may result in the revocation of the offer to return to CHSU, or if already returned to CHSU, referral to the Student Progress Committee for possible sanction up to, and including, dismissal from the program

CHSU-COM retains the right to relinquish the seat of any current or former student returning from an extended absence if they have been criminally charged or convicted of a misdemeanor, felony, or traffic violation. Students who have already resumed

classes following an extended absence may be referred to the Student Progress Committee for sanctions up to, and including, dismissal from the program.

As future physicians, students are held to a high standard of professionalism, ethics and honor, and CHSU-COM has a duty to protect the public from potential harm by its



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students. All current or former students returning from an approved period away from CHSU-COM, such as a leave of absence or an offer to repeat an academic year, must complete a national background check, and controlled substance screen within a timeframe designated by CHSU-COM, but no later than sixty (60) days prior to the anticipated return date.

Additional requirements, such as a psychiatric evaluation, may be placed on returning students as deemed appropriate. Students who do not return on the approved date, or otherwise do not fulfill all the requirements for return, will need to re-apply through AACOMAS and will not be guaranteed readmission.

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 the student 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.

### **2. Readmission of Service Members to CHSU-COM**

Under the Higher Education Opportunity Act of 2008 (HEOA), institutions are required to readmit an individual who left school or did not accept an offer of admission in order to perform military service with the U.S. Armed Forces. The following sections explain the eligibility and re-admission requirements of this policy.

Students are eligible for readmission under this provision if, during the leave, the student performed or will perform voluntary or involuntary active-duty service in the U.S.



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Armed Forces including active duty training and National Guard or Reserve service under federal (not state) authority. Students are not eligible if they received a dishonorable or bad conduct discharge. In general, the cumulative length of absence and all previous absences for military service (service time only) must not exceed 5 years.

### 3. Notice requirement

Students planning to take leave for military service, must provide written notice to the Associate Dean of Students Services as far in advance as is reasonable under the circumstances. Alternatively, at the time of readmission, the student must submit an attestation of military service that necessitates absence from CHSU-COM. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.

Students must also provide written notice of the intent to return to CHSU-COM to the Associate Dean of Student Services. The notice must be submitted no later than 3 years after the completion of the period of service. If the student is recovering from a service-related injury or illness, they must notify the school no later than 2 years after their recovery. A student who fails to apply for readmission within the designated time limits may not be eligible for readmission.

In accordance with Federal Regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission.

### 4. Tuition and Fees

For the first academic year after return from military service, the student will be readmitted at the same tuition and fees rate that the student was or would have been assessed for the academic year of departure, unless there are sufficient veterans' educational benefits or institutional aid to pay the increased amount of tuition and fees. For subsequent academic years, the student will be charged the same tuition and fees as other students in the program.

### 5. Readmission Requirements



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CHSU-COM will allow the student to re-enroll in the next class or classes in the same program, with the same enrollment status, number of credits, and academic standing as when the student was last in attendance. Students may be subject to the degree requirements in effect at the time of readmission. The student may also request a later date of admission or, if unusual circumstances require it, the institution may admit the student at a later date. If the school determines that the student is not prepared to resume the program where they left off, the school must make reasonable efforts at no extra cost to the student to enable the student to 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 they do not place an undue hardship on the school. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that the school can take, the school is not required to readmit the student.

### **DEFERMENT OF ADMISSIONS**

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

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 a 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 Dean. 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 reapply to CHSU-COM and will be permitted to attend CHSU-COM in the semester to which their admission has been deferred. Deferred applicants must continue to meet all CHSU requirements during the entirety





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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- COM.

### RETENTION OF ADMISSIONS RECORDS

#### b. 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 COM Office of Admissions in accordance with the University's policy on record retention.

#### c. 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:

- All 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.

### 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 and deadlines in order to enroll in the COM:

#### Matriculation Deadlines

- d. Deposits paid prior to January 1, 2024 must complete matriculation requirements by March 15, 2024
- e. Deposits paid between January 1 and February 28th, 2024 must complete



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matriculation requirements by April 15<sup>th</sup>

- f. Deposits paid between March 1 and April 30, 2024 must complete matriculation requirements by June 15<sup>th</sup>
- g. Deposits paid after May 1, 2024 must complete matriculation requirements within 30 days of depositing

### 1. Health Insurance

As an institution dedicated to the study of health care, CHSU places a great emphasis on personal health and well-being. 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.

Students may secure insurance through a variety of options including insurance through parents, spouses, or health exchanges. To ensure students have access to a comprehensive plan, CHSU has implemented a student health insurance plan through Aetna Health. Prior to matriculation, students must provide Proof of Health Insurance through the Health Insurance Waiver portal or enroll in CHSU's health insurance.

Through a dedicated CHSU website, <https://app.hsac.com/CHSU>, students are able to learn more about the benefits of the plan as well as the waiver process.

### 2. Criminal Background Check and Drug Screening

Accepted students will complete their Criminal Background Check via the AACOMAS portal. AACOMAS representatives will communicate with Accepted Students via email.

CHSU-COM applicants are required to self-disclose any charges, arrests, or convictions including misdemeanors, felonies, deferred adjudications, traffic violations, court martial, military nonjudicial punishments and general or less than honorable discharge from the military, (all hereinafter: "offenses") with the understanding that non-



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disclosure/falsification may result in the revocation of the offer of admission from CHSU-COM.

If prior offenses are not reported but are discovered after matriculation, a student may receive sanctions up to, and including dismissal from the program. If a student has any offenses pending final adjudication, it is the student's responsibility to immediately inform CHSU-COM Office of Student Affairs.

Additionally, in response to requirements in the professional practice environment, and to minimize the risk to patients, a criminal background check (completed through AACOMAS) will be completed on all accepted applicants prior to matriculation, and on any student whose actions could potentially be considered a risk to others at any time.

Should any offenses, including deferred adjudications, occur after matriculation, the student must report the incident to CHSU-COM Office of Student Affairs within 30 days of the incident. Following review, disciplinary action may be instituted, up to and including dismissal from the program.

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 a designated third-party agency. CHSU-COM will provide all students



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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-COM. 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 and the drug screening is satisfactory. After enrollment, background checks and drug screenings may be repeated for each 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 check and drug screenings is the responsibility of the admitted or enrolled student.

Background checks revealing prior criminal activity may result in consequences affecting clinical rotations, acceptance into residency programs, future licensing, specialty board certification, and/or employment opportunities.

CHSU-COM cannot be held accountable for the clinical facility declining the student. If a student cannot be placed successfully in a clinical setting and unable to

complete rotations due to the inability to pass background check requirements, the student will not be able to meet the requirements for graduation.

### **i. Drug Screening**

#### **Pre-Matriculation**

In response to requirements in the professional practice environment and to minimize the risk to patients, a controlled substance screening must be completed by all accepted applicants prior to matriculation. This screening must meet CHSU's standards and be conducted by an agency approved by CHSU.



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Any substance-related incident which occurs before matriculation, including, but not limited to, charges/arrests for driving under the influence, must be reported by the student to the CHSU-COM Office of Student Affairs within thirty (30) days of the occurrence. Following review, the student's acceptance may be rescinded.

If the test result is positive (i.e. evidence of a controlled substance) or shows other abnormalities including, but not limited, to excessively dilute urine, the COM Office of Student Affairs along with the CHSU-COM Dean will review the test results and the application for admission.

Controlled substance screening results is viewed in light of California and federal laws governing illegal or controlled substances. Depending on the review by the Office of Student Affairs and the Dean the student's acceptance may be rescinded.

### **POST MATRICULATION**

By accepting admission to CHSU and matriculating, the student agrees that CHSU-COM may share controlled substance screening results as deemed necessary.

Any substance-related incident which occurs after matriculation, including, but not limited to, charges/arrests for driving under the influence, must be reported by the student to CHSU-

COM's Office of Student Affairs within thirty (30) days of the occurrence. Following review, disciplinary action may be instituted, up to and including dismissal from the program.

A controlled substance screening is required prior to starting clinical rotations, and all results are shared with the clinical sites. Additional screenings may be required, at any time, at the discretion of CHSU-COM or partnering institutions. CHSU has no control over the content of third-party background checks, which may include charges of driving under the influence. Even expunged



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records may appear on these checks. Background checks revealing prior Offenses, even Offenses which may have been dismissed by the courts, could still result in consequences affecting clinical rotations, acceptance into residency programs, future licensing, specialty board certification, and/or employment opportunities.

If the test result is positive (i.e. evidence of a controlled substance) or shows other abnormalities including, but not limited, to excessively dilute urine, the COM Office of Student Affairs along with the CHSU-COM clinical Dean will review the test results and if necessary, refer the student to the Student Progress Committee for adjudication.

### IMMUNIZATION REQUIREMENTS

All deposited CHSU-COM students are required to provide the following:

- a. Completed medical history form
- b. Proof of immunization
- c. Completed drug screen (as described above)
- d. Completed physical examination conducted by a licensed physician using a CHSU-COM form.

Students must obtain all CHSU-COM required immunizations and corresponding titers, prior to matriculation and remain compliant with all immunization requirements through graduation. Students must maintain all immunizations as required by CHSU- COM in order to complete all required supervised clinical practice experiences in the osteopathic medical program curriculum.

A complete description of all immunization requirements is available in the COM Office of Student Affairs and the Office of Admission. Details of what is required is also provided on the admissions webpage.

Entering OMS I (1st year) students who have not completed all CHSU-COM immunization requirements by October 1 may not be permitted to participate in the White Coat Ceremony and will be called to the Student Progress Committee for review and adjudication. In addition, non-



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compliance will result in the inability to participate in any laboratory activities (included but not limited to Early Learning Service Projects, Osteopathic Manipulation, Standardized Patient encounters, OSCE's and Clinical Rotations).

All students must provide proof of adequate immunization/immunity for the following:

- i. TB test (completed within 6 months prior to matriculation)
- ii. Tetanus toxoid immunization (Tdap)
- iii. Hepatitis B virus
- iv. Measles (Rubeola), Mumps and Rubella
- v. Varicella
- vi. Influenza
- vii. COVID

In some situations, clinical sites may have additional immunization requirements above those required by CHSU-COM.

CHSU-COM may revise the immunization requirements at any time as deemed necessary, and all students will be required to comply with subsequent changes.

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# California Health Sciences University

## RESPONSIBILITIES

The Dean of College of Osteopathic Medicine

## HISTORY (R\*)

Approval Date:

6/21/2023

Revision Date(s):

4/5/2023

Reviewed Date (s):

2/2/2023

**R:** Director of Admissions

**A:** Assistant/Associate Dean for Student Affairs & Enrollment

**C:** Associate Deans and COM Dean

**I:** Applicants and Admissions Staff and Admissions Committee