



California Health Sciences University

COLLEGE OF OSTEOPATHIC MEDICINE (COM) ADMISSIONS AND ENROLLMENT POLICY CLASS OF 2031

PURPOSE

The purpose of the CHSU Admission Policy for the Doctor of Osteopathic Medicine Program is to detail the admission requirements and procedures for students applying to the Doctor of Osteopathic Medicine Program.

SCOPE

This Policy shall apply to all candidates for admission to the COM, Class of 2031.

POLICY STATEMENT

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](#).

Minimum Requirements

The admission process to CHSU COM is competitive and mission driven. Applicants are evaluated based on information provided in their primary application, secondary/supplemental application, and interview (if offered) to determine if they would be a good fit for CHSU-COM. Questions about the admissions process should be directed to the Office of Admissions before applying.

Applicants for admission are expected to meet the following requirements to be considered:

- a. Have earned or be able to earn a bachelor's degree (B.S. or B.A.), or equivalent prior to matriculation. Any undergraduate major will be considered, but a strong science background is essential.
 - Completed all prerequisite coursework at an institution accredited by an agency recognized by



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the U.S. Department of Education. Applicants with foreign coursework or degrees must provide an approved transcript evaluation. Further details relating to International Students are outlined below.

b. Must have completed the prerequisite courses identified in the chart below.

Prerequisite Course	Semester Hours	Quarter Hours
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

Please note:

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.

- Meet the minimum prerequisite credit-hour requirements listed above. A single course may not be used to satisfy more than one prerequisite requirement. In special circumstances where a course taken does not fit the traditional quarter or semester system, the COM Admissions Staff may review the course syllabus and course descriptions to ensure the applicant has learned the necessary content for each subject area.
- Advanced Placement (AP) credits are accepted if specified on transcripts.
- Complete all required prerequisite courses with a minimum grade of C or higher (C- not accepted). Pass/No Pass or Credit/No Credit coursework may be considered on a case-by-case basis.
- Complete prerequisite coursework within ten (10) years of matriculation unless an exception is granted based on advanced coursework or demonstrated competency.



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- Earn a minimum cumulative GPA of 3.0 and a minimum science GPA of 3.0 on a 4.0 scale.
- c. Earned an MCAT score of 500 or above on an exam taken within the last four calendar years with no MCAT subsection score below the 25th percentile.
- d. Must be a U.S. citizen, permanent U.S. resident, or DACA recipient¹ (Once matriculated, students must maintain the requirements for their permanent U.S. resident visa status as set forth by the United States Citizenship and Immigration Services.
- e. Meet the [Technical Standards](#) for Admission and Continued Enrollment. All students must read the Standards carefully and affirm that they meet them.. Any falsification or misinformation is a reason for dismissal or denial of admission.

Admissions Discretion

- a. While applicants are expected to satisfy the minimum admissions requirements outlined in this policy, the Admissions Committee and Dean have the discretionary authority to grant exceptions when an applicant's overall qualifications, experiences, attributes, and circumstances, as assessed through the holistic review process, warrant special consideration.

Letters of Recommendation

- a. CHSU requires that applicants submit two (2) letters of recommendation with their application as described in part c, below, including:
 - 1. A letter from a science faculty member who has taught the student. A pre-medical, pre-health, academic advisor, research director, or committee letter that details the student's academic abilities is also acceptable.
 - 2. One additional letter of recommendation. A letter of recommendation from a physician that details the applicant's ability to be successful in a medical setting is preferred.
- b. Letters from relatives, spouses, family friends, or the applicant's family physician will not be accepted – authors should be as objective as possible.
- c. 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 physical letters

¹ While DACA students can be admitted, DACA students may not be able to obtain Title IV dollars, and the University does not fund tuition.



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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.

Additional Applicant Expectations

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

1. A demonstrated interest in and commitment to healthcare as evidenced by volunteering for 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.
5. Demonstrated professionalism, maturity, resilience, and leadership needed to be successful in the medical field.

Admissions Pathways

1. Early Decision Program (EDP) Requirements
 - a. Overall GPA and Science GPA of 3.5 *or higher*.
 - b. MCAT Score of 504 *or higher*, with no subsections below the 25th percentile.
 - c. Submit Your Letter of Intent for the Early Decision Program via CHSU's school specific page on the AACOMAS application.
 - d. Must complete and submit AACOMAS application and all EDP materials by *July 1st*.
 - e. Must complete the CHSU-COM secondary application by *August 1st*.
 - f. Complete the EDP interviews from August through September to receive a decision by *October 1st*.
2. Guaranteed Interview through CHSU Future DOctor Pathway
 - a. Meet all general CHSU-COM admission requirements as set forth in the pathway agreement
 - b. Complete all required courses as identified in the CHSU-COM published admissions policy before graduation from pathway institution;
 - c. Maintain both a science and overall GPA of 3.20 or greater;



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- d. Obtain a score at or above the 50th percentile on the medical college admissions test (MCAT) within the timeframe indicated in the CHSU admission requirements;
 - e. Demonstrate a commitment to healthcare by completing at least fifty (50) healthcare volunteer, community service or shadowing hours; and
 - f. Comply with all other requirements set forth in the pathway Agreement or in the published CHSU-COM Admissions policy
3. Early Acceptance through CHSU Future DOctor Pathway
- a. Must be in good standing with the pathway institution
 - b. Must interview with and receive a favorable evaluation from their pathway institution and from CHSU-COM faculty members.
 - c. Meet all general CHSU-COM admissions requirements as set forth in the pathway agreement.
 - d. Have completed or be on track to complete all required courses before graduation from pathway institution.
 - e. Present and maintain a science and overall GPA of 3.5 or greater.
 - f. Candidates entering the Early Acceptance Program are not yet prepared to take the MCAT, because the candidate has yet to have the opportunity to complete all prerequisites. However, candidates nearing completion of the Early Acceptance Program must take the MCAT and score at or above the 50th percentile to remain in consideration.
 - g. Demonstrate a commitment to healthcare by completing at least fifty (50) healthcare volunteer, community service or shadowing hours.
 - h. Comply with all other requirements set forth in the pathway Agreement and in the published CHSU-COM Admissions policy.

Admissions Process

- a. AACOMAS Application
 - 1. Applicants must first complete a **primary application** through AACOMAS, including MCAT scores, final transcripts verifying all completed coursework, letters of recommendation, personal statement, and an application fee.
- b. Application Review and Invitation to Complete Supplemental Application.
 - 1. Based on review of the primary applications, qualified applicants will be invited to complete



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the supplemental application and pay the required fee unless eligible for an AACOMAS fee waiver.

c. Interview Process.

1. After the Office of Admissions receives all required primary and secondary materials, the applicant's file is reviewed to determine eligibility for an interview.
2. The interview will be conducted in-person or remotely, by one or more interviewers from CHSU-COM. Not all applicants receive an interview invitation. The purpose of the interview is to assess communication skills, professionalism and the applicants' overall readiness to successfully complete the program.

d. Decisions

1. At the conclusion of the interviews, the interviewers submit their evaluations and recommendations to the Admissions Committee. The Admissions Committee may make any of the following recommendations: to accept, to deny, or to place on the waitlist. These recommendations will be sent to the Dean for final decision.
2. The Dean makes all final admission decisions. Applicants will be notified in writing of their admissions decision, including acceptance, waitlist placement, or denial. The Office of Admissions maintains a waitlist of competitive applicants who may be offered admission as vacancies arise. Applicants on the waitlist may be offered admission up to the last day of COM Orientation for the new academic year.

Matriculation Requirements

Student Enrollment Agreement

Student Enrollment Agreements will be sent to students who are accepted into the COM. 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.



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Seat Deposit

Accepted students are required to pay a seat deposit to secure their seat in the class. The signed 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 students' 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 14th may be asked for an 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 Office of Admissions of the cancellation by email or mail. If a student obtains a loan to pay for an educational program and then cancels their enrollment agreement, 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 for repaying this loan amount plus interest directly to the lending institution.

Official Transcripts

Official transcripts sent to AACOMAS are provided to CHSU when an applicant applies. These transcripts are accepted by CHSU if all coursework is completed and the conferral date is evident as of June 1 of the application year.

Applicants who complete coursework after June 1 of the application year must arrange for updated official transcripts to be sent directly to CHSU from their institution's Registrar's office. Failure to provide required transcripts by the established deadline may result in rescission of admission. Unless otherwise communicated, final transcripts are due by July 1st.



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Technical Standards

All applicants are required to comply with the Technical Standards for the D.O. program. Details can be found in the Technical Standards Policy.

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 that students accepted into the Doctor of Osteopathic Medicine (D.O.) program meet minimum technical standards.

Transfer Applicants

Please refer to the CHSU-COM Transfer of Credit Policy.

DACA and International Students.

a. Deferred Action for Childhood Arrival (DACA) Applicants.

CHSU welcomes applicants with DACA status to apply to the Osteopathic Medicine program. However, CHSU cannot guarantee that DACA students will be eligible for licensure by state licensing boards (residency or clinical practice licensing). The COM encourages all applicants with DACA status to communicate with the Osteopathic Medical Board of California, or the licensing board in the state where they plan to clinically train or 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 contact the office of Financial Aid if you have additional questions. If a DACA student is unable to secure funding for their tuition and fees, their offer of admission may be rescinded.

b. International Students

CHSU welcomes international applicants who may lawfully enter or reside in the United States; however, CHSU does not sponsor visas and cannot guarantee eligibility for medical licensure in any jurisdiction. Applicants are responsible for verifying licensure requirements in their



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intended state or country of practice.

International students follow the standard application process, with certain additional requirements noted below. 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.

Applicants who have not completed a bachelor's degree in the United States are subject to the following additional requirements:

- Provide Official copies of academic records translated into English from all colleges or universities attended.
- 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 Foreign Language ("TOEFL"). These scores may be submitted directly to Admissions. Minimum TOEFL score of 5 or above is required for admission.

Re-admission

a. PRIOR CHSU-COM STUDENTS

(i) Dismissal. Unless otherwise specified in a dismissal decision, students who have been dismissed from CHSU-COM for any reason may not seek re-admission or reinstatement to CHSU-COM.

(ii) Re-Admission. Students who withdraw from CHSU-COM may be considered for readmission upon re- application. Students intending to return within one year of



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withdrawing, should refer to the [Withdrawal Policy](#) (section F). If it has been more than one year since withdrawing, students would reapply for admission following the steps below.

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
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 re-admission. As part of its decision-making process, the Committee may request additional supporting documentation or information. 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



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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 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.



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b. Re-admission of Service Members to CHSU-COM

Under the Higher Education Opportunity Act of 2008 (HEOA), institutions are required to re-admit 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 re-admission under this provision if, during the leave, the student performed or will perform voluntary or involuntary active-duty service in the U.S. 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.

1. Notice requirement

Students planning to take leave for military service must provide written notice to the Associate/Assistant Dean of Students Services/Affairs 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/Assistant Dean of Student Services/Affairs. 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



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National Guard and Reserves) are not eligible for readmission.

2. Tuition and Fees

For the first academic year after return from military service, the student will be re-admitted 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.

3. Re-admission Requirement

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.

Deferral of Admissions

Accepted applicants who can demonstrate extenuating or unexpected circumstances may request a one-year deferment. Requests for deferral will be considered on a case-by-case basis. The COM reserves the right to offer or deny a deferral request, at the discretion of the Director of Admissions and the Assistant Dean of Student Affairs, Enrollment and Accreditation.

The applicant must submit a deferral request in writing, via email, to the Director of Admissions, who will



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review the reason for the deferral and any supporting documentation. The Director of Admissions will inform the applicant via email if the requested deferral is approved or denied.

The deadline to request deferral is no less than thirty (30) days prior to the beginning of orientation.

Deferment requests should not be made to delay a decision in the given acceptance timeframe or to wait for an admission offer from another medical school. An applicant may only request or be offered a 1-year deferment. If the deferred applicant does not matriculate the following cycle year, the admission offer will be rescinded. Deferred applicants who did not matriculate by the next allotted cycle must reapply and follow the same admissions processes as all other applicants. Extenuating circumstances may be considered.

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:

a. Pre-Matriculation Deadlines:

- Deposits paid prior to January 1, must complete requirements by March 15
- Deposits paid between January 1 and February 28, must complete requirements by April 15
- Deposits paid between March 1 and April 30, must complete requirements by June 15
- Deposits paid after May 1, must complete requirements within 30 days of depositing

b. Health Insurance

- CHSU requires all students to be covered by comprehensive insurance plan throughout their enrollment. Details of the requirements are outlined in the [CHSU Student Health Insurance Policy](#)

c. Criminal Background Check (CBC)

- All accepted and matriculated students must complete a CBC prior to enrollment and when requested throughout the program. Students are responsible for complying with all background check requirements established by CHSU-COM and its affiliated clinical education sites.
- Applicants and matriculated students are required to disclose all charges, arrests, convictions, deferred adjudications, military disciplinary actions, and other offenses as



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requested by CHSU-COM. Failure to disclose, misrepresentation, or falsification of information may result in rescission of an offer of admission, referral for disciplinary action, or dismissal from the program.

- Applicants and matriculated students with a criminal history should be aware that certain offenses may affect admissions, eligibility for clinical placement, professional licensure, or certification. Applicants are encouraged to consult the appropriate licensing authorities regarding the impact of any offense on future licensure eligibility.
- Should any offenses, including deferred adjudications, occur before or 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.
- Completion of required criminal background checks and any associated screening requirements is a condition of matriculation and continued enrollment. Clinical affiliates may impose additional screening requirements, and CHSU-COM cannot guarantee placement at a clinical site for a student who does not meet site-specific requirements.
- Students who are unable to satisfy criminal background check requirements necessary for clinical education may be unable to complete program requirements and may therefore be ineligible for progression or graduation.

d. Drug Screening

- All accepted students must complete a controlled substance screening through a CHSU-approved agency at the student's expense. By accepting admission and/or matriculating, students consent to CHSU-COM sharing screening results as necessary.
- Any substance-related incident which occurs before or after 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, disciplinary action may be instituted, up to and including rescinding of the acceptance or dismissal from the program, if already matriculated.
- 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



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influence.

- Positive, abnormal, or inconclusive screening results, including excessively diluted urine samples, will be reviewed by the Office of Student Affairs and/or appropriate COM leadership. Such results may result in rescission of admission, referral to the Student Progress Committee, or other disciplinary action in accordance with applicable federal and California law.

e. Immunization Requirements

All accepted CHSU-COM students are required to provide proof of immunization.

Students must obtain and submit all CHSU-COM required immunizations and corresponding titers in compliance with their pre-matriculation deadline, unless otherwise communicated by the institution. Students must also maintain all immunizations to complete required supervised clinical practice experiences in the osteopathic medical program curriculum and to graduate

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 are also provided on the [admissions webpage](#).

Entering OMS I (1st year) students who have not completed all CHSU-COM immunization requirements 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-compliance will result in the inability to participate in any laboratory activities (including but not limited to Early Learning Service Projects, Osteopathic Manipulation, Standardized Patient encounters, OSCE's and Clinical Rotations).



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RESPONSIBILITIES

The Dean of College of Osteopathic Medicine

HISTORY (R*)

Approval Date:

09/03/2026

07/01/2025

05/30/2025

06/21/2023

Revision Date(s):

08/26/2026

05/21/2025

04/5/2023

Reviewed Date (s):

08/26/2026

05/28/2025

08/01/2024

02/02/2023

R: Director of Admissions

A: Assistant Dean for Student Affairs & Enrollment

C: Associate Deans and COM Dean

I: Applicants and Admissions Staff, and Admissions Committee