

**Proposed Indiana University of Pennsylvania College of Osteopathic Medicine
(Proposed IUPCOM—Candidate Status—Seeking Accreditation)**

COCA Pre-Accreditation Element 9.1: Admissions Policy
Pre-Accreditation Submission 9.1-1: Admission Requirements

Purpose

This Policy sets forth the IUPCOM admissions policies, which are designed to enable matriculated students to successfully complete the curriculum, match into quality residencies, exhibit values and behaviors that reflect IUPCOM's Mission, and promote the reputation and success of the College of Osteopathic Medicine.

Scope

This Policy shall apply to all candidates for admission to IUPCOM.

Responsibility

The responsibility to review and revise IUPCOM's admission policies is established by IUPCOM leadership and approved by the IUPCOM Dean and the Indiana University of Pennsylvania Provost and Vice-President for Academic Affairs. It is effective as of the date noted and shall remain effective until amended or terminated by the IUPCOM Dean or IUP Provost.

1. MINIMUM REQUIREMENTS FOR INTERVIEW AND ADMISSION

Applicants must possess the academic background and capacity to adapt to a rigorous academic environment and to successfully complete the curriculum. Additionally, the COM uses a mission-driven admissions process; therefore, the applicants should demonstrate a history of compassion, empathy, dedication, and an interest in care to rural or urban medically underserved populations as evidenced by community service, outreach-oriented clinical activities, or research to promote the advancement of medical science.

Applicants for admission must meet the following requirements to be considered for an interview:

- a. Must be able to earn a baccalaureate degree before matriculation.
 - Courses must have been taken at an accredited institution that is recognized by the U.S. Department of Education. Applicants are encouraged to contact the IUPCOM Office of Admissions if there are any questions.
 - Applicants who have taken coursework and/or earned a degree from a foreign institution must submit an evaluation of their transcripts to the American

Association of Colleges of Osteopathic Medicine Application Service (AACOMAS). The transcript evaluation company chosen must be approved by AACOMAS. Please see the AACOMAS website for a list of approved companies.

- It is strongly encouraged that all applicants take all core science pre-requisite courses (Biology and Chemistry) at a regional accredited institution that is recognized by the U.S. Department of Education.
- b. Must have completed 90 semester hours or three-fourths of the required credits for a baccalaureate degree and have completed the required courses listed below:
- Biological Sciences: 8 semester credit hours
 - Physics: 8 semester credit hours, or 4 semester credit hours physics and 4 semester credit hours of advanced mathematics (statistics, calculus, etc.)
 - General and/or Inorganic Chemistry: 8 semester credit hours
 - Organic Chemistry: 8 semester credit hours (Biochemistry may substitute for 4 semester credit hours of Organic Chemistry)
 - English and/or Composition: 6 semester credit hours
 - Behavioral Sciences: 6 semester credit hours (This requirement can include Philosophy, Ethics, Anthropology, Sociology or Psychology)
 - Recommended: a minimum of 4 additional biomedical science semester credit hours at the 200 level or above, which prepare the applicant for medical school. These include, but are not limited to, anatomy, physiology, biochemistry, immunology, microbiology, virology, and genetics in addition to medical terminology.

Courses with equivalent content will be considered. IUPCOM follows the AACOMAS definition of science courses to determine science GPA and science hours. See the AACOMAS website for more information.

- c. To be considered a competitive application, the student should have a minimum of a 3.4 or higher overall GPA and a 3.0 or higher science GPA on a 4.0 scale. Higher GPAs are generally required to be competitive. IUPCOM follows the AACOMAS definition of science courses to determine science GPA. See the AACOMAS website for more information. To receive a secondary application, a student must have a minimum 3.0 or higher overall GPA.
- d. An applicant must submit official MCAT transcripts through AACOMAS with a date of completion, which is within three (3) years or less of the intended matriculation date. Must achieve a minimum MCAT of 490. Higher MCAT scores are generally required to be competitive.
- e. International students are considered, however the students must prove they have funds for all four years of medical education.
- f. Must carefully read the IUPCOM Health and Technical Standards and affirm that they

meet the standards. Any falsification or misinformation may result in dismissal for matriculated students or withdrawal of an offer of admission.

- g. Must be proficient in data entry to complete time specific assignments and assessments.

2. AACOMAS Application (PRIMARY APPLICATION)

IUPCOM participates with other osteopathic colleges in a centralized application processing service called the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS). To initiate the application process, prospective students must apply directly to AACOMAS.

Applicants are strongly recommended to submit an AACOMAS application by December 1, however, applications can be received and processed through April 1.

OFFICIAL TRANSCRIPTS

As part of the application process, AACOMAS will require official copies of transcripts from all colleges/universities attended. Applicants who have taken course work and/or have earned a degree from a foreign institution must also submit to AACOMAS an evaluation of their transcripts by one of the approved AACOMAS transcript evaluation services. Applicants must also submit their official MCAT scores from AAMC to AACOMAS.

IUPCOM requires an official transcript from any school the applicant is currently attending or will attend after the final AACOMAS academic update of the matriculation year. This official transcript must be sent directly to IUPCOM. Transcripts that include required coursework must be received by July 1 of the year of matriculation.

3. IUPCOM SECONDARY APPLICATION

Applicants who meet all admissions requirements (3.0 or higher overall GPA and a 490 or higher MCAT) may be invited to submit the Secondary Application and supporting documents. The invitation to submit a Secondary Application is sent via email with instructions for electronic completion. The last day for applicants to submit the Secondary Application and supporting materials is May 1 of the matriculation year.

The Secondary Application process consists of the IUPCOM Secondary Application, a non-refundable processing fee, a waiver/non-waiver statement regarding letters of recommendation, and the required letters of recommendation (see below).

Letters of Recommendation

IUPCOM requires a minimum of two (2) letters of recommendation from an individual who taught the student in a required science class OR one (1) composite letter of recommendation from the pre-medical or health-professions advisory committee. A letter

from the pre-health advisor may be used if the college or university does not have a health professions committee. No required letters of recommendation may be from a blood relative or a relative through marriage. IUPCOM welcomes additional letters of support or recommendation from those who are acquainted with the student's academic or professional abilities.

All letters of recommendation must be on professional or college/university letterhead and signed by the evaluator, whether submitted electronically (preferred) or mailed directly to the IUPCOM Office of Admissions. Letters of recommendation submitted through a pre-health committee or an official evaluation collection service recognized by IUPCOM (Interfolio or Virtual Evals) or an official college/university service are acceptable.

Once IUPCOM receives the Secondary Application, the processing fee, the waiver/non-waiver statement, and the required letters of recommendation, the application is considered complete. IUPCOM will send an electronic notification indicating the application is complete.

4. Requirement to Report Charges or Arrests

On the Secondary Application, applicants must report and explain any charge or arrest, including, but not limited to, misdemeanors and felonies. Students should be aware that charges are generally found on the background check that is required prior to acceptance. Applicants who do not disclose a prior arrest or criminal charge will be deemed to be acting unprofessionally and/or unethically, and omission of such information may be grounds for rescinding the admissions offer, or if such information is discovered after matriculation, may result in dismissal. Applicants who have prior convictions that may impact their ability to obtain a residency and/or become licensed, such as convictions for assault, sexual crimes, and/or drug possession, will not be considered for admission. The applicant should be aware that medical licensing boards and residency programs also require background checks and base their acceptance or non-acceptance of an applicant on the nature of the prior criminal record.

5. Interview Selection and Admissions Process

To be considered for an interview, an applicant must meet all admissions requirements, health and technical standards, and submit all required documents. After the IUPCOM Office of Admissions receives these materials, the applicant's file is reviewed to determine eligibility for an interview, based on the established criteria for admission. If the applicant is offered and accepts an invitation to interview, he/she is invited for an interview, along with other applicants, where he/she is interviewed by members of the admission team. Interviews may be conducted in a virtual or in-person format, either at IUP or at other PASSHE campus university sites. After the interview day, the interviewers forward their recommendations to the IUPCOM Admissions Committee.

An admissions decision, based on academic performance, professional experience, mission alignment, and the interview, will be provided to the applicant. The IUPCOM Admissions Committee will make the following recommendations to the IUPCOM Dean: to accept or to deny. Once the class is filled, accepted applicants will be placed on the provisional acceptance list. Students on the provisional acceptance list may be offered a seat in the upcoming or a future class when one opens. The applicant will receive the decision letter at the email and physical address provided with the application. Applicants should keep the IUPCOM Admissions Office apprised of any change of address.

6. Rescinding Admission Offer

Reasons for rescinding an offer of admission include but are not limited to the following:

- a. Intentional misrepresentation or omission of information on any form relevant to admissions or records.
- b. Failure to report prior illegal behaviors or arrests made after the admissions offer.
- c. Unprofessional or unethical behavior that does not comply with IUPCOM and/or University policies and procedures.
- d. Failure to comply with the procedures required for matriculation.
- e. Failure to maintain a good record of scholastic performance and/or good record of personal conduct between the time of acceptance and matriculation at IUPCOM.
- f. Failure to pay deposits, tuition, or fees by required dates.
- g. Failure to attend orientation activities.
- h. Failure to provide all required documentation by the required dates to IUPCOM.
- i. Inability to meet the health and technical standards as outlined in the current IUPCOM Student Handbook.

Policy/Procedure Details	
Policy Owner	IUPCOM Director of Student Affairs
Effective Date	8/29/25
Last Reviewed	5/28/26
Review Frequency Requirements	5 Years
Related Policies	1. IUPCOM Technical Standards Policy (9.1-2) 2. IUPCOM Professionalism Policy (5.1-1) 3. IUPCOM Student Handbook
Reviewed and Approved by Dean's Leadership Council	8/29/25
Revision Number	2025.01

