

**OSU-College of Osteopathic Medicine
Office of Admissions**

Admissions Documentation Policy and Procedure

Purpose: The Admissions Documentation Policy outlines a records-check procedure to ensure that all final academic/coursework requirements have been met and all admissions documentation submitted by time of matriculation at the COM.

Procedure

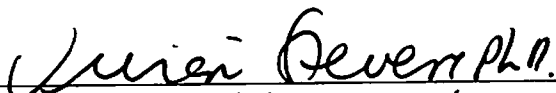
To ensure compliance with submission of requirements, the files of admitted students will be audited prior to matriculation. A notice will be sent to all incoming students, with a reminder to submit all required documents by July 15th.

Review of students' files for completion will include verification of the following:

- Submission of required transcripts, including final transcripts (with notation of "degree conferred" where indicated)
- Completion of all pending academic requirements
- Submission of Health Forms
 - Medical History Form
 - Physical Examination Form
 - Health Insurance Verification
 - Immunization Record, as verified by Student Health Clinic
 - Authorization for Medical Treatment Form
- Submission of Background Check

The Admissions Specialist in the Office of Admissions will complete an audit sheet for all students and prepare a status report for the Associate Dean for Enrollment Management/designee, verifying that all files are complete. Each completed file review sheet (see Admissions File Review Form) will be retained in the student's file.


An official verification report will be submitted to the Dean for final approval and maintained in the Office of Admissions.



Vivian M. Stevens, Ph.D.
Associate Dean for Enrollment Management

5-26-16

Date



Maghin Abernathy
Director of Admissions

5/26/2016

Date

Developed: 3/21/16
Revised: 5/16/16