

***GUIDELINES FOR THE UNIVERSITY OF ALABAMA SCHOOL OF MEDICINE
ADMISSIONS PROCESS 2015-2016***

THIS DOCUMENT IS SUBJECT TO UPDATES THROUGHOUT THE ADMISSIONS CYCLE. ALERTS TO CHANGES WILL BE POSTED ON OUR [“INFORMATION FOR CURRENT APPLICANTS”](#) WEBPAGE

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GENERAL INFORMATION

PURPOSE

- These GUIDELINES advise all applicants to the University of Alabama School of Medicine (SOM) of the basic policies, procedures and expectations for the admissions process and how the Admissions Committee functions
- The cycle for the admissions process begins each year with the opening of the AMCAS application and ends with final selections and matriculation of the class
- All applicants, particularly those individuals who are still pursuing academic goals (baccalaureate degrees, post-baccalaureate work and/or graduate degrees), should pay careful attention to these **Guidelines**
- These guidelines apply to applicants to all SOM admissions programs
- Note: SOM Special Admissions Programs (Early Decision, EMSAP-Bach/MD, OMFS, RMP or RMSP, MSTP-MD/PhD, MD/MPH, and MD/MBA) have additional guidelines and requirements
 - For Specific information about these programs, see the section titled “**SPECIAL ADMISSIONS PROGRAMS**”
- All applicants should review further information about Admissions and the School of Medicine at: www.uab.edu/medicine/admissions

COMMUNICATION

- The preferred means of general communication with the Admissions Office is by email at medschool@uab.edu
- We attempt to respond to all emails within 3 business days.
- To assist us with managing the large volume of communication handled by our office we ask that you do the following:
 - Always indicate the nature of your email on the “Subject Line”
 - Always clearly identify yourself by including your AMCAS ID number in your email and other written communication
 - If you need to [contact us](#) by phone, be prepared to give us your AMCAS ID
 - Before you [contact us](#), please review our website and previous communications to see if the information you seek is available to you through the Secondary Application “Check Status” webpage or on the “[Information for Current Applicants](#)” (URL: <http://www.uab.edu/medicine/currentapplicants>)
- The most current information about the receipt of applicants’ supporting documents and the status of Secondary Applications is available through the Secondary Application’s “Check Status” webpage
 - Members of the staff have **NO** information other than what is available on this site
 - This webpage is updated as items are received.
- Timely general information is available at the “[Information for Current Applicants](#)” (URL: www.uab.edu/medicine/currentapplicants). Please review all the information on the [Admissions Webpage](#) (URL: <https://www.uab.edu/medicine/home/future-students>)
- Accepted applicants should routinely check the “[Information for Recently Accepted Students](#)” (URL: www.uab.edu/medicine/recentlyadmitted)

HOLISTIC REVIEW PROCESS

Our Committee’s approach to admissions is Holistic and applicants are evaluated based on a balanced review of the applicant’s capabilities.

- Holistic Admissions:
 - Emphasizes multiple factors in selecting applicants for interviews and admission.
 - Prevents using any single admission criterion as the deciding factor for interviewing and selecting applicants.
 - Provides the basis for serious consideration of all the ways each applicant might contribute to a diverse educational environment in the context of institutional goals for the classroom, clinical practice, and biomedical research.

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- Gives medical schools the opportunity to directly influence the nature of health care in the nation and worldwide by identifying and selecting applicants for admission who have the experiences, attributes, and metrics to address the myriad challenges of assuring quality health care for all
- The AAMC describes Holistic Review as:
Holistic review is a flexible, individualized way of assessing an applicant's capabilities by which balanced consideration is given to experiences, attributes, and academic metrics and when considered in combination, how the individual might contribute value as a medical student and future physician.
- The medical profession's core obligation is to meet our nation's many health needs as comprehensively as possible. This obligation includes training a sufficient number of able physicians in different practice areas and ensuring that competent medical care is available to all citizens.
- Holistic admission process promotes broadly diverse perspectives in medical education:
 - Enhance the quality of education for all students
 - Translate into more effective and culturally competent physicians better prepared to serve a varied patient population.
 - To meet the needs of a diverse population, medical schools must address pervasive racial and ethnic disparities in health care, including unequal access to quality services.
 - Minority physicians may be more likely to practice in underserved population areas.
 - Medical schools educate all of their students regarding disparities in health care to focus on research agendas and policy strategies, as well as clinical practice.
- A Holistic admissions process enables medical schools to increase student diversity as a means of achieving such mission-related goals as:
 - Excellence in education, research, and clinical care
 - An enriched educational environment and learning community that benefits all students
 - A physician workforce that is better able to meet the needs of a diverse nation within a global society
- Applicants are assessed based on their:
Experiences – Shadowing and medically related experiences, service and volunteer experiences, research experiences, extracurricular activities and other relevant experiences and activities
Attributes - Desirable personal attributes and ability to communicate effectively
Metrics – MCAT, undergraduate grades, post-bac course work, graduate grades

(Based on the AAMC's *Roadmap to Diversity: Integrating Holistic Review Practices into Medical School Admission Processes*)

- Ours Committee's criteria for evaluating Applicants for admission are based on the AAMC's Core Competencies for Entering Medical Students:

AAMC's Core Competencies for Entering Medical Students

The 15 Core Competencies for Entering Medical Students (defined below) have been endorsed by the AAMC Group on Student Affairs (GSA) Committee on Admissions (COA). The competencies fall into four categories: Interpersonal, Intrapersonal, Thinking and Reasoning, and Science.

Interpersonal Competencies

Service Orientation: Demonstrates a desire to help others and sensitivity to others' needs and feelings; demonstrates a desire to alleviate others' distress; recognizes and acts on his/her responsibilities to society; locally, nationally, and globally.

Social Skills: Demonstrates an awareness of others' needs, goals, feelings, and the ways that social and behavioral cues affect peoples' interactions and behaviors; adjusts behaviors appropriately in response to these cues; treats others with respect.

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Cultural Competence: Demonstrates knowledge of socio-cultural factors that affect interactions and behaviors; shows an appreciation and respect for multiple dimensions of diversity; recognizes and acts on the obligation to inform one's own judgment; engages diverse and competing perspectives as a resource for learning, citizenship, and work; recognizes and appropriately addresses bias in themselves and others; interacts effectively with people from diverse backgrounds.

Teamwork: Works collaboratively with others to achieve shared goals; shares information and knowledge with others and provides feedback; puts team goals ahead of individual goals.

Oral Communication: Effectively conveys information to others using spoken words and sentences; listens effectively; recognizes potential communication barriers and adjusts approach or clarifies information as needed.

Intrapersonal Competencies

Ethical Responsibility to Self and Others: Behaves in an honest and ethical manner; cultivates personal and academic integrity; adheres to ethical principles and follows rules and procedures; resists peer pressure to engage in unethical behavior and encourages others to behave in honest and ethical ways; develops and demonstrates ethical and moral reasoning.

Reliability and Dependability: Consistently fulfills obligations in a timely and satisfactory manner; takes responsibility for personal actions and performance.

Resilience and Adaptability: Demonstrates tolerance of stressful or changing environments or situations and adapts effectively to them; is persistent, even under difficult situations; recovers from setbacks.

Capacity for Improvement: Sets goals for continuous improvement and for learning new concepts and skills; engages in reflective practice for improvement; solicits and responds appropriately to feedback.

Thinking and Reasoning Competencies

Critical Thinking: Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Quantitative Reasoning: Applies quantitative reasoning and appropriate mathematics to describe or explain phenomena in the natural world.

Scientific Inquiry: Applies knowledge of the scientific process to integrate and synthesize information, solve problems and formulate research questions and hypotheses; is facile in the language of the sciences and uses it to participate in the discourse of science and explain how scientific knowledge is discovered and validated.

Written Communication: Effectively conveys information to others using written words and sentences.

Science Competencies

Living Systems: Applies knowledge and skill in the natural sciences to solve problems related to molecular and macro systems including biomolecules, molecules, cells, and organs.

Human Behavior: Applies knowledge of the self, others, and social systems to solve problems related to the psychological, socio-cultural, and biological factors that influence health and well-being.

From the AAMC website: <https://www.aamc.org/initiatives/admissionsinitiative/competencies/>

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MINIMUM/BASIC REQUIREMENTS AND RELATED INFORMATION:

- **It is the applicant's responsibility to be aware of and meet the Minimum Requirements for consideration for admission. The Minimum Requirements can be found at www.uab.edu/medicine/requirements and are as follows:**
 - A minimum total MCAT score of 24 or 492 on the applicant's most recent MCAT
 - Scores from the September MCAT dates are the latest that will be considered
 - Please complete your entire application and place in MCAT Hold if you are planning on taking the MCAT on one of these test dates. You will then need to email (medschool@uab.edu) to notify the admissions office that you are waiting on your score. Once you receive your score, please email us again so we can process your complete application.
 - A 2013 MCAT score is the earliest score considered for the 2016 entering class
 - There are no minimum grade point averages for consideration for admission; however, an applicant's academic record must demonstrate solid knowledge of relevant sciences and the ability to manage a rigorous academic curriculum.
 - Minimum grade of "C" on all required courses
- Applicants should report at least 90 hours of undergraduate course credit from an accredited U.S. college or university on the AMCAS application
- All requirements to complete current degree programs **must** be completed by July 1 prior to matriculation to the SOM
- All college majors are considered equally; however, applicants should consider how their major prepares them for the rigorous science coursework of medical school and how their major will be useful if not accepted to medical school
- Only US citizens and Permanent Residents are considered for admission

REQUIRED UNDERGRADUATE COURSES

General Biology: 8 semester hours
Embryology and Genetics Recommended; applicants awarded AP or CLEP credit for biology are expected to complete 8 hours of more advanced biology coursework in addition to AP or CLEP credit; online biology courses are not accepted; community college courses are accepted.

Organic Chemistry (with lab): Biochemistry or 8 semester hours
*Any sequence of chemistry courses that includes Biochemistry will satisfy the chemistry requirement. **Note:** Biochemistry is now included on the MCAT and it is anticipated all applicants will take Biochemistry in preparing for the MCAT. Biochemistry is expected for all incoming students and will likely be a requirement in the near future. Students who do not take Biochemistry must complete two semesters of Organic Chemistry. Applicants awarded AP or CLEP credit for chemistry are expected to complete a college chemistry course sequence that includes Biochemistry. Online Organic and General Chemistry courses are not accepted. Community College Chemistry courses are not recommended.*

General Physics (with lab): 8 semester hours
We accept AP or CLEP credit for physics. Online and Community College physics courses are accepted.

College Mathematics.....6 semester hours
A 3 hour college course in biostatistics or statistics is expected, but not required. Applicants with 6 hours of college level math coursework other than biostatistics/statistics will also meet the requirements. Applicants awarded AP or CLEP credit for statistics need an additional 3 hours of college math and should complete a college level biostatistics course to meet the requirement. Applicants awarded AP or CLEP credit for calculus need an additional 3 hours of college math and should complete a statistics/biostatistics course to meet the requirement. Computer science courses are not accepted to meet the math requirement.

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English: 6 semester hours
If your school requires writing composition, literature or interdisciplinary reading and writing intense courses in lieu of courses that are listed as "English" on the transcript, please indicate in your Secondary Application the courses on your transcript that you believe meet this requirement. AP and CLEP credit for English courses will be considered on a case-by-case basis. Online and Community college English courses are accepted.

Applicants are **encouraged** to take courses in behavioral and social sciences. These subject areas are reflected on the new MCAT. Introduction into Psychology or Abnormal Psychology would be potential course options.

Note in regard to AP and CLEP credit: For AP or CLEP credit to meet a minimum requirement, college hour or unit credit for a course must appear on the applicant's transcript

CRIMINAL BACKGROUND CHECKS (CBCs)

Our school requires Criminal background checks to be conducted on all students accepted for admission (see page 23 for our policy and procedures). The Association of American Medical Schools (AAMC) recommends that all U.S. medical schools obtain a national background checks on applicants at the time of their initial, conditional acceptance to medical school.

- Our school participates in the AMCAS facilitated national background check service through which Certiphi Screening, Inc. (a Vertical Screen® Company) will procure a national background report on:
 - Early decision program applicants at the point of acceptance and
 - All other applicants at the point of acceptance after January 1
 - In addition, beginning in May of each year, a national background report will be procured for a subset of applicants who are on a participating school's alternate list; medical schools will not receive such reports until the point of acceptance.
 - Our school also requires background checks on applicants offered acceptance as an Advanced Standing/Transfer student
 - The Advanced Standing/Transfer student is responsible for direct payment of the fee for the background check to the vendor conducting the check
- Applicants should read further information available at:
<http://www.aamc.org/students/amcas/faq/background.htm>
- Background checks are not initiated unless an applicant is accepted
- The background check process will be initiated by Certiphi Screening

INCOMPLETE COURSEWORK AT TIME OF SUBMITTING AN APPLICATION

- If the minimum requirements, or their approved equivalents, have not been met by the time an application is submitted, it is the applicant's responsibility to advise the Admissions Office of his/her intended course of study to satisfy completion of the minimum requirements. Applicants failing to meet any requirements are subject to having their application rejected or acceptance withdrawn
- Courses to be taken to complete minimum requirements should be listed on the applicant's AMCAS Application
 - If the courses are not listed on the AMCAS application, **it is the applicant's responsibility to notify the Admissions Office of the planned course of study to meet these requirements**
 - This information should be included in the Secondary Application under the section: "Required Courses" or in email to the Admissions Office
- Applicants are required to verify the status of these courses on our Secondary Application
- Applicants are responsible for knowing and meeting all course requirements
- Applicants enrolled in a **degree-granting** program (both undergraduate and graduate), must complete all required coursework for awarding the degree by July 1 prior to matriculation to medical school
 - This includes **any and all** activities required for awarding the degree
 - There cannot be **any** contingency of any sort on the awarding of the degree
 - Any possible exceptions must be granted in writing by the Dean of Admissions
 - See the section: **COMPLETION OF DEGREES on page 14 for more information**

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CONTINUATION OF CURRICULAR PLANS

- The Admissions Committee considers the projected courses listed on applicants' AMCAS applications for baccalaureate degree and post-baccalaureate study programs as their "Official Curriculum Plans"
- All changes in curricular plans during the admission cycle must be made with the approval of the applicant's campus advisor and/or pre-professional committee
 - Therefore, check with your advisor concerning:
 - Major changes in content or course load for an academic term
 - Dropping courses or withdrawal from college
 - Changes must be communicated to the Admissions Committee as soon as they are approved
- It is recognized that scheduling and other conflicts may arise from time-to-time at all institutions
 - The Admissions Committee is generally lenient when appropriate substitutions and changes are made if the Committee has an opportunity to review the circumstances requiring a change in curricular plans
- While the Admissions Committee commonly follows the recommendations of campus advisors regarding program alterations or substitutions, the Admissions Committee will determine whether changes in curricular plans meet the Committee's expectations and requirements for acceptance
 - Should the Committee determine that changes in curricular plans fall below the rigor and commitment represented in the plans at time of acceptance, the Committee may withdraw acceptance

EXAMPLE: An applicant offered acceptance in January subsequently withdraws from future courses after receiving the letter of acceptance. Such action will not be condoned by the Admissions Committee and the applicant is subject to having the acceptance withdrawn.

SUBMISSION OF ADDITIONAL MATERIALS AFTER INITIAL SUBMISSION OF AN APPLICATION

- With an exception for Re-applicants, once the Secondary Application has been submitted no further information will be added to an applicant's application file
- In January, re-applicants are encouraged to provide an update for their application file on the preparation and improvements to their applications
 - This includes grades from coursework completed since submission of the Secondary Application
- Applicants are to email the Admissions Office at medschool@uab.edu if they change their admissions program type.

IMPORTANT DATES AND DEADLINES

Deadlines and Fees				
ADMISSIONS PROGRAM	AMCAS APPLICATION TYPE	AMCAS APPLICATION DEADLINE	SECONDARY APPLICATION DEADLINE	SECONDARY FEE
Early Decision	Early Decision	August 1	August 15	\$80
Deferred	Deferred/Delayed Matriculation	August 1	Not required	Not required
Regular	Regular MD	November 1	November 15	\$80
MSTP (MD/PHD)	Combined Medical Degree/PhD	November 1	November 15	\$80
MD/MPH	Combined Medical Degree/Graduate	November 1	November 15	\$80

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MD/MBA	Combined Medical Degree/Graduate	November 1	November 15	\$80
Early Medical School Acceptance Program (EMSAP)	Combined Bachelors/Medical Degree	November 1	November 15	Not Required
Rural Medical Programs (RMP and RMSP) Entering Class of 2015	Other Special Program	June 15	Not Required	Not Required
Please note: If accepted, applicants must complete all mandatory requirements to be completed prior to matriculation by July 1 of the matriculation year. Failure to do so may have serious consequences, including withdrawal of acceptance for admission. This date is subject to change. We will post any changes on the "Information for Current Applicants" webpage.				

Other Important Dates

- Interviews for the Regular MD, MD/MPH and MD/MBA Program are scheduled on selected Thursdays from mid-September into March
- Decisions for Early Decision Applicants are made by October 1
- Final Committee decisions for Regular, MSTP, and MD/MPH applicants are made by April 30
 - July 1 is the deadline for completing all admissions requirements, including those on the matriculation checklist (the checklist will be available on the 'Recently Admitted' website at: <http://www.uab.edu/medicine/home/future-students/admissions/recently-admitted-orientation>)
 - **Failure to meet the July 1 deadline may result in monetary fines, withdrawal of acceptance, or require the student to defer matriculation to the following admission year**
 - Incoming students must be **cleared for matriculation by July 15**
- The first day of Orientation and Classes is July 25, 2016.
 - Attendance for all orientation activities is mandatory
 - The Committee strongly recommends that incoming students not make plans to be out of the country during the one week leading up to beginning Orientation and Classes
 - As a matter of well-being and stress management, incoming students are advised to be in Birmingham at minimum a week prior to the first day of Orientation and Classes
- MSTP orientation begins in June each year

REGULAR MD ADMISSION PROGRAM INFORMATION

PRIMARY APPLICATION

- Our School uses the [American Medical College Application Service \(AMCAS\) application](#) for the admissions process. This application is Web-based and available at <https://www.aamc.org/students/applying/amcas/> . Please review the [AMCAS 2016 Instruction Book for Applicants](#) (URL: https://www.aamc.org/students/download/182162/data/amcas_instruction_manual.pdf.)
- The deadline for submitting an application through AMCAS for our school is **November 1**
- **Applications must be "verified" by AMCAS prior to entering the Committee Review process**

SECONDARY APPLICATION

- Secondary Applications are requested from all verified AMCAS applicants who apply to our school
- Applicants should keep in mind the Minimum Requirements for consideration for admission when choosing to initiate a Secondary Application
- With the exception of Early Decision and Rural, there is **one DEADLINE for all applicants** to complete the **Secondary Application: November 15**
- Applicants are encouraged to complete our Secondary Application as soon as possible to allow our Committee adequate time to conduct a careful review of the application.

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Completing the Secondary Application

- The Secondary Application is Web-based
- Our Committee is interested in how you have prepared yourself for medical school and our Secondary contains a number of questions about your experiences and preparation
- The Secondary Application is initiated when the applicant begins to enter information into the required fields
- Applicants may save their work and return as necessary to edit and add information until all required fields are completed and the application is submitted for review
- Applications are considered complete when all required materials are received by the Admissions Office
- To understand what the Committee values and to enable applicants to provide the appropriate detailed information in the Secondary, applicants are strongly advised to review "[Factors Considered by the Admissions Committee](https://www.uab.edu/medicine/factors)" (URL: <https://www.uab.edu/medicine/factors>)

Applicants are encouraged to complete Secondary Applications as soon as possible to allow our Committee to conduct a careful review

How Secondary Applications are Initiated and Processed

- Beginning August 1, continuing through November 1, as our office receives notification from AMCAS of verified applications to our school, we will contact applicants by email
- This email will direct applicants to a web-address that will allow the applicant to log-in to our Secondary Application web-site
 - When applicants log-in the first time they will be given instructions for completing the Secondary Application. There are 4 options available to applicants on their initial visit to the Secondary Application website:
 1. **Initiate Completing the Secondary**—the applicant may begin to enter information into the Secondary Application
 - The applicant will be able to save the work and return as necessary to edit and add information until all required fields in the application are complete and it is ready to submit for review
 2. **Initiate application but hold review for MCAT scores**—Applicants choosing this option will be able to start entering information into the Secondary Application, but delay paying the application fee until they review pending MCAT scores.
 - When pending MCAT scores are available the applicant may choose either to finish completing the Secondary or Withdraw from further consideration.
 3. **Come back to this site and Initiate Completing the Secondary at a later time**
 4. **Withdraw from our school**—after reviewing the minimum requirements for consideration, the applicant may choose to withdraw from any further consideration by our school

Requirements for Completing the Secondary

1. A non-refundable \$80 application fee to be paid online or by check. This fee is waived for applicants who have qualified for fee assistance from the [AAMC Fee Assistance Program \(FAP\)](https://www.aamc.org/students/applying/fap/).(URL: <https://www.aamc.org/students/applying/fap/>)
2. A digital head and shoulders photograph (.JPG) uploaded to our website
3. Letters of Evaluation and Recommendation:

Our school participates in the AMCAS Letters Service. AMCAS receives letters from the AMCAS Letter Writer Application, Interfolio, Mail and VirtualEvals. As a medical school participating in the AMCAS Letters Service, you are required to send **ALL** letters through the AMCAS Letters Service. Only letters submitted through AMCAS Letter Writer Application, Interfolio, Mail and VirtualEvals will be included in the application for review by our Admissions Committee.

We offer 3 options for fulfilling our letters requirement portion of our Secondary Application. While letters from a Pre-Health Professional Advisory Committee (or other advisory entity) are the strongly preferred method of reporting from your undergraduate school, applicants who do not have access to such a committee may submit a packet of letters or three individual letters of evaluation and recommendation.

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Applicants must choose one of the following options:

Option One - Preferred Option: Committee Letter

A committee letter is a letter authored by a pre-health committee or pre-health advisor and intended to represent your institution's evaluation of you. A committee letter may or may not include additional letters written in support of your application. If you have committee letters from two different programs/schools, list one here and include the other as an individual letter.

Option Two: Letter Packet

If your school does not have a Pre-Health Professional Advisory Committee (PHPAC), you may submit a packet of letters of evaluation and recommendation:

A packet or set of letters assembled and distributed by your institution, often by the institutions career center. A Letter Packet may include a cover sheet from your pre-health committee or advisor. A letter packet differs from a Committee Letter in that a Letter Packet does not include an evaluative letter from your pre-health committee or advisor.

Option Three: Three Individual Letters

If your school does not have a Pre-Health Professional Advisory Committee (PHPAC), you may submit the following three individual letters of evaluation and recommendation:

- Two letters from Science Faculty who have taught you
- One letter from other faculty or an individual who can provide an in-depth evaluation and recommendation

In addition to choosing one of the letter options above, applicants may submit additional letters of recommendation. These additional letters must also be sent to AMCAS through the AMCAS Letter Writer Application, Interfolio, VirtualEvals or Mail. All letters must be sent through AMCAS. If your letters are being sent by your undergraduate advising office, it is possible that office is using Interfolio or VirtualEvals. Once your letters are posted to Interfolio or VirtualEvals, they will be downloaded by AMCAS and made available to us. If you have a question about whether or not your advising office uses VirtualEvals or Interfolio, please contact your undergraduate advising office.

We will not track the receipt of your letters. You can check the status of your letters of recommendation through AMCAS. Under no circumstances will AMCAS provide applicants access to letters of evaluation. Read the complete [data privacy policy](#). For further information about [AMCAS Letters of Evaluation/Recommendation](#), (URL:

https://www.aamc.org/students/applying/amcas/faqs/63226/faq_amcasletters.html

4. If an interview is **requested and completed**, submit your campus preference electronically on the secondary application.
5. If **requested**, provide further information to demonstrate you are a Legal Resident of Alabama

APPLICATION REVIEW

- Applications must be completed and "verified" by AMCAS prior to review by a member of the Admissions Committee
- Applications from Re-applicants do not enter the review process until January
 - This allows these applicant opportunity to complete further coursework during the fall term and engage in other activities to improve their application
- The Committee review is a Holistic Review
 - The areas evaluated in the application review are listed on our "[Factors Considered by the Admissions Committee](#)" web page (URL: www.uab.edu/medicine/factors) and outlined in the "[Assessing My Competitiveness for Acceptance to Medical School](#)" document (URL: www.uab.edu/medicine/competitiveness) and are included in this document beginning on page -----.
 - Holistic Review gives balanced consideration to an applicant's academics, experiences and personal attributes and all completed applications are systematically reviewed by members of the Admissions Committee
 - Interviews are offered based on the results of the Initial Application Review

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- There are three possible actions after the Initial Application Review is completed:
 1. The applicant is offered an Interview at that time
 2. The applicant's application is determined to be competitive and remains under consideration for a possible interview at a future date
 - Applicants placed in the status may remain here for an extended period of time
 3. The applicant is notified at that time, based on the Initial Application Review, his/her application is not competitive for admission and the Committee will give no further consideration to the applicant this application year
- Typically the last group of applicants to be invited are notified by late February
- Applicants are encouraged to complete Secondary Applications as soon as possible to allow our Committee time to conduct a careful review.

INTERVIEWS

Purpose of Interviews: Interviews are intended to allow the applicant to “put his or her best foot forward” and for the Committee to develop a better understanding of the applicant's interests, experiences, motivation and capacity to be a physician

- Applicants offered Interviews are notified by email and given instructions for scheduling the interview using our Web-based interview scheduler located on the Secondary Application webpage.
- After an interview is scheduled, the applicant will receive an email confirmation containing additional information about the interview day. After the interview is completed, applicants will be asked to submit their Campus Preferences
 - See the “Campus Preference and Assignment” section on page 24 of this document for more information

How Interviews are Conducted

- Interviews are conducted on select Thursdays, from mid-September through mid-March
- Interview days are divided up into a morning and afternoon session. The morning session begins at 8 am. The afternoon session begins at 11 am.
- The interview session begins with a required Orientation to the day's activities
- Each applicant will have a Traditional Interview and a Multi Mini Interview.
 - For the traditional interview, the applicant meets individually with one Admissions Committee member for a twenty-five minute interview.
 - The Multi Mini Interview consists of a series of 8 -10 stations each held in a different room. Applicants will discuss or respond to a scenario that is different in each station
- Interviewers, both traditional and multi mini interviewers are blind to the applicants GPA and MCAT score
 - Traditional Interviewers do have access to the applicant's AMCAS and Secondary applications and letters, but do **not** have access to applicant's coursework, grades or MCAT scores. Multi Mini Interviewers do not have access to the applicant's application, letters, coursework, grades or MCAT scores.
- Applicants **should not** reveal GPAs or MCAT scores during their interview
- Our goal is for our interviewers to conduct thoughtful and respectful interviews
 - The interview Traditional Interview format is semi-structured and the interviewer's goal is to learn about specific experiences and attributes that have prepared the applicant for medicine
 - We ask applicants whose interview experiences are not consistent with this goal or who feel they were not treated fairly/appropriately to notify us as soon as reasonable
 - We understand the “high-stakes” nature of these interviews and from our experience are aware that on occasion, applicants have experiences they feel are not consistent with our stated goal
 - Should an applicant have this experience, we want to know, so that we can take steps to respond to the applicant's concern
- After the morning session is completed, applicants meet with current medical students for lunch and a tour of our facilities (wear shoes suitable for a walking tour).
- Applicants attending the afternoon session will have the opportunity to meet with current medical students at lunch and during tour of facilities at the end of the day after interviews are conducted.
- The interview day is usually completed by 2:00 pm for the morning session and 5 pm for the afternoon session.

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Interview Day Schedule

		Morning Session				Afternoon Session		
		Track 1 Applicants	Track 2 Applicants			Track 3 Applicants	Track 4 Applicants	
8:00				11:00				
8:30	Session 1	Orientation	Orientation	11:30	Session 2	Orientation	Orientation	
9:00				12:00				
9:30		Traditional Interviews	Multiple Mini Interviews	12:30		Lunch	Lunch	
10:00				1:00				
10:30		Q & A	Interviews	1:30		Traditional Interviews	Multiple Mini Interviews	
11:00		Break	Break	2:00		Q & A	Interviews	
11:30		Multiple Mini Interviews	Traditional Interviews	2:30		Break	Break	
12:00				3:00		Multiple Mini Interviews	Traditional Interviews	
12:30		Lunch	Lunch	3:30		Q & A		
1:00				4:00		Tour	Tour	
1:30				4:30				
2:00		Tour	Tour	5:00				

Activity Descriptions

Activity	Description
Orientation	Orientation to the day's activities and important information about campus preference and assignment, Alabama residency for tuition purposes, the medical school curriculum and the day's activities.
MMI Interviews	Interviews consisting of seven to ten timed stations in which applicants rotate through and respond to information being presented as a question, scenario or task
Traditional Interviews	One individual, twenty-five minute, interview with a School of Medicine Admissions Committee Member
Break	Candidates may take this time to compose themselves, go to the restroom or have a drink of water
Lunch	Lunch with medical students familiar with each of our campuses and different aspects of the curriculum
Tour	Tour of educational and clinical facilities
Student Q & A	Learn more about programs, services and student organizations available at the School of Medicine

Information about [Interviews](http://www.uab.edu/medicine/interviews) is also available on our website (URL: www.uab.edu/medicine/interviews).

Applicants are encouraged to visit our branch campuses. If you wish to arrange a visit to the **Huntsville, Tuscaloosa, or Montgomery** clinical campuses, please contact:

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Tuscaloosa Campus:	Huntsville Campus:	Montgomery Campus:
Brooke Hubner Medical Student Affairs University of Alabama School of Medicine-Tuscaloosa Box 870378 Tuscaloosa, AL 35487-0378 Phone: (205) 348-1384 Fax: (205) 348-4429 Email: bhubner@cchs.ua.edu	Lanita S. Carter, Ph.D. Director, Medical Education and Student Affairs University of Alabama School of Medicine Huntsville Regional Medical Campus 301 Governors Drive, Suite 312 Huntsville, Alabama 35801 Phone: (256) 551-4465 Fax: (256) 551-4451 Email: lscarter@uab.edu	W.J. "Wick" Many, Jr. MD Associate Dean Montgomery Regional Campus University of Alabama School of Medicine 2055 East South Blvd. Suite 200 Montgomery, AL 36116 Phone (334) 284-5211 FAX (334) 284-9020 E-mail wick@uab.edu

ADMISSION COMMITTEE'S TASKS

In addition to conducting applicant interviews, the Admission Committee's tasks include:

Initial Application Review

- All completed verified applications are read and evaluated by members of the Admissions Committee
 - See the "Application Review" section above for details

Applicant Evaluation and Committee Discussion

- Following the interviews, the traditional interviewers complete a written evaluation on each of the applicants interviewed that day
- Following the interviews, the MMI Raters complete evaluations
- These ratings along with academic evaluations are a part of the information used for each applicant by the Admissions Selection Committee to make admissions decisions

Committee Admissions Decisions

- Decisions for admission are made by the Admissions Selection Committee
- The Admissions Selection Committee meets as needed
 - As part of the Holistic admissions process, in making decisions for admission the Selection Committee considers the applicant's grades and MCAT scores, information from letters requested by the applicant, information from the AMCAS application and our Secondary application, information about the applicant's experiences and attributes from the Initial Application Review and both the MMI and Traditional Interviews.
- Decisions include:
 1. **"Accepted"**
 - Applicants whose overall presentation appear to best prepared to pursue medical education will be notified of acceptance shortly after their interview
 - Other applicants will be accepted (from time-to-time) as the Committee continues to fill all places in the class throughout the admissions season
 - Applicants offered acceptance are first notified by email
 - Because official acceptance letters contain individual information about the applicant's acceptance and campus assignments, they are typically mailed once each month and after decisions are made by April 30
 - Information included in the Letter of Acceptance includes, but is not limited to:
 - A description of the terms of acceptance, a statement that acceptances are contingent on receipt and review of the applicant's criminal background check, receipt of a final transcript with degree posted, meeting any and all deadlines and requirements for acceptance with notice that should an applicant fail to meet any and all requirements, the acceptance may be withdrawn
 - Information about deposits to hold a position in the class
 - Deposits received will be applied toward first semester's tuition
 - Applicants withdrawing prior to May 15 may be eligible for a deposit refund. In order to receive a refund, the withdrawn applicant must submit a request by May 15
 - Information about Financial Aid

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- Campus Assignment for the Clinical years
- The Letter is accompanied by:
 - A copy of the University of Alabama School of Medicine's Essential Capacities/Technical Standards
 - An "Offer of Acceptance Form" containing a statement confirming that the applicant has read and understands the Technical Standards and accepts the terms of acceptance outlined in the Acceptance letter
 - The ORIGINAL Offer of Acceptance Form is to be dated, signed by the applicant and returned to the Admissions Office to confirm the acceptance
- 2. **No Further Consideration-** In some instances, applicants determined to be not acceptable for admission at this time may be notified that they will be given no further consideration for the entering class prior to final decisions (see below regarding final decisions)
- 3. **Remain Under Consideration –** All other applicants will remain under consideration. Applicants in this status may be accepted at a later date in the interview season or when Final Committee Decisions are made
 - It is possible for an applicant to interview early in the interview season and remain in this status for several months prior to acceptance or not be notified of further action until Final Committee Decisions are made

COMMITTEE DECISIONS FOR ADMISSIONS

The Selection Committee will make decisions by April 30 all applicants will hold one of the following statuses:

1. **Accepted** - The applicant is offered an acceptance and will receive the communication noted above
2. **Assigned to the Alternate List**
 - Alternates are assigned to the Alternate List
 - Applicants are accepted from the Alternate List usually from late April until the class matriculates in late July
 - After the class has matriculated, those remaining on the Alternate List are notified that they are no longer under consideration.
3. **No Further Consideration** -Notifications of "no further consideration" for interviewed applicants are generally sent in April after the class is filled and Alternates are notified
 - Thus, an applicant interviewed in early fall may not be notified of an action until April
 - Applicants clearly evaluated as "not competitive for admissions at this time" may receive notification of "no further consideration" at any time after his/her interview

The admission decisions by the Admissions Selection Committee are final and are not subject to further review or appeal

Feedback from the Admissions Committee During the Admissions Season

No "progress report" or "status report" will be given by the Admissions Office until there is a final decision.

- Applicants should not contact Committee Members to inquire how you did in your interviews. Committee members have been instructed to refer all inquiries from applicants to the Admissions Office
- Applicant thank you notes and other communications to Admissions Committee members should be directed to the Admissions Office. Admissions staff will deliver these communications to the committee members.

CHECKING THE STATUS OF YOUR APPLICATION

- Throughout the application process applicants have an "Application Status" (A list of these statuses is included below)
- Our Secondary Application Webpage allows applicants to check the status of their applications and confirm that we have received the materials needed to complete the application
 - Please do not email us or call us to confirm that documents to be submitted for completing your application have been received
 - The only information available is on this webpage—if it is not marked as received, it has not been received

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- If after monitoring the receipt of a document for some time, you have reason to believe there is missing information or that a document has been lost, please email: medschool@uab.edu and indicate "Missing or Lost information" in the Subject Line

SUMMARY OF APPLICATION STATUSES	
SECONDARY APPLICATION REQUESTED	
Secondary Requested	You have been invited to complete a Secondary Application. To be considered for an interview, you must complete the online application, pay the fee, and submit all accompanying documents before November 15.
Secondary Initiated	You have initiated, but not yet completed, the online Secondary Application.
Secondary In Process	You have completed the online portion of the Secondary Application and it has been received; however, we may not have received all accompanying documents. Click on the "Check Your Status" page to determine if all documents have been received. If so, please allow 3 to 5 business days of processing time to process all of the documents and send your file to review.
MCAT Hold	You are waiting for your August or September MCAT scores before starting the Secondary Application process.
INITIAL APPLICATION REVIEW	
Secondary Complete & Under Review	You have completed the Secondary Application and all of your accompanying documents have been received. Your file is now under review. This review may take months. For more information on the review process, please review page 7 of the Guidelines
MCAT Less Than 24/492	Your MCAT score is lower than our required 24/492. Your file is remaining under review until latest MCAT scores are available for review.
COMMITTEE ACTIONS AFTER INITIAL REVIEW	
Interview Requested	You have been invited to interview with the Admissions Committee. Applicants offered interviews are notified by email and given instructions for using our Web-based interview scheduler located at the link provided via email.
Interview Scheduled	You have scheduled your interview date. If you are unable to make this interview day or the date shown is not the day that you chose, contact our office at medschool@uab.edu .
Remain Under Consideration for Interview	Your file has been reviewed. You remain under consideration for an invitation to interview and may remain in this status for an extended period of time
No Longer Under Consideration	Your file has been reviewed. Unfortunately, we are unable to offer you an interview and your application will be given no further consideration.
COMMITTEE ACTIONS AFTER INTERVIEW	
Interview Complete-Remain Under Consideration	You have completed your interviews. You are under consideration for admission. Applicants may remain in this status for an extended period of time, including until the spring.
Campus Choices Received	We have received your Campus Preferences. You will be notified by the Admissions office as soon as the Admissions Committee has made a decision on your file. Applicants may remain in this status for an extended period of time, including until the spring.
Accepted (w/Campus Assignment)	You have been accepted into the UASOM entering class of 2016. Your campus has been assigned.
Accepted (w/o Campus Assignment)	You have been accepted into the UASOM entering class of 2016. At this time, you do not have a campus assignment. You will be informed when one has been assigned to you.

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Alternate List	The Admissions Committee cannot offer you a place in our class at this time but has placed you on our Alternate List. You will be informed if a place opens up for you.
Interview Complete - No Longer Under Consideration	The Admissions Committee will give your application no further consideration.

INFORMATION FOR ACCEPTED APPLICANTS

APPLICANT RESPONSIBILITIES

- Know and meet all requirements for admission and matriculation
 - Accepted applicants are responsible for knowing and completing all requirements and contingencies for admission and matriculation as stated in the applicant's Letter of Acceptance, the 'Pre-matriculation Checklist', and in these **Guidelines**.
- **Meet all deadlines**
 - **The deadline for completing all requirements for matriculation is July 1**
 - Applicants are responsible for completing all requirements and contingencies by the stated deadlines
 - Some requirements listed in the Letter of Acceptance have earlier deadlines and must be completed by the stated deadline
 - Failure to meet all deadline may have serious consequences including, monetary penalties, deferment to the next entering class, or withdrawal of acceptance of admission
- Items on the Pre-Matriculation Checklist include:
 - Obtaining a Blazer ID
 - Completing the HIPAA Privacy and Security Training
 - Completing VA training and orientation, including fingerprinting and a criminal background check for the Veterans Affairs (VA) Hospital
 - Completing Student Health Services requirements for Graduate, Professional and International Students
 - The Pre-Matriculation Checklist is subject to change and the most current Checklist will be posted to the Entering Class webpage
- Medical clearance is required for participating in the Mandatory Orientation and Classes.
 - In order to complete all steps for Medical clearance by the deadline requires applicants to begin this process well before the deadline
 - At a minimum, it may take 3 weeks to complete this process
 - It is essential that applicants begin this process in time to complete all requirements before July 1
- Submitting an Official Final Transcript with Degree Posted
- In accordance with Section 8 of the Alabama Taxpayer and Citizen Protection Act, all accepted applicants must confirm their status as a US Citizen or a Permanent Resident and their understanding that Alabama Law provides that any person who knowingly makes a false, fictitious, or fraudulent statement or representation regarding U.S. citizenship shall be guilty of a criminal act, perjury in the second degree pursuant to Ala. Code § 13A-10-102.
- Applicants are expected to comply with all [AMCAS recommendations](https://www.amcas.org/students/applying/amcas/policies/380672/trafficrulesforapplicants-2015amcas.html) as stated on the AMCAS webpage (URL: <https://www.amcas.org/students/applying/amcas/policies/380672/trafficrulesforapplicants-2015amcas.html>)
 - Note item 5: Any applicant who will be unavailable for an extended period of time (e.g., during foreign travel, vacation, holidays) during the application/admission process:
 - Provide instructions regarding his or her application and the authority to respond to offers of acceptance to a parent or other responsible individual in the applicant's absence
 - Inform all schools at which the applicant remains under consideration of this individual's name and contact information All applicants are required to maintain updated contact information through AMCAS
 - This is your official "contact information" and failure to update changes in preferred addresses, phone numbers, and email accounts as well as failure to monitor preferred email accounts or phones may result in not receiving critical information

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- We are not responsible for any miscommunication that may occur due to applicants not maintaining updated contact information in AMCAS
- Matriculation is the first day of the **MANDATORY Orientation and Classes** for all **ACCEPTED applicants**
 - To matriculate, accepted applicants must complete all requirements for matriculation, which include those listed the applicant's Letter of Acceptance and those on the Pre-Matriculation Checklist
 - The deadline for completing all matriculation requirements is **July 1**.
 - We anticipate the first day of the mandatory Orientation and Classes to be July 25, 2016, unless applicants are notified otherwise
 - Updated information will be available on our "[Recently Admitted](http://www.uab.edu/medicine/home/future-students/admissions/recently-admitted-orientation)" page (<http://www.uab.edu/medicine/home/future-students/admissions/recently-admitted-orientation>) and on the '[Entering Class](http://www.uab.edu/medicine/home/current-students/student-life/year-1)' webpage (<http://www.uab.edu/medicine/home/current-students/student-life/year-1>)
 - Any changes to the requirements will be posted here and on our "[Information for Current Applicants](#)" webpage.
- Applicants remaining under consideration (Accepted, Alternate List, awaiting final decisions, etc.) should monitor the "[Information for Current Applicants](#)" webpage for updates (URL:www.uab.edu/medicine/currentapplicants)
- Applicants on the Alternate List should be aware of the Orientation and Class date and be prepared to attend Orientation and classes should they gain acceptance from the Alternate List
 - Deadlines for completing matriculation requirements for Alternates accepted after July 1 will be adjusted depending on the date of their acceptance
 - Alternates **must** complete all matriculation requirements prior to matriculation.

Failure to complete all requirements for matriculation by the stated deadlines without the written permission of the SOM Assistant Dean for Admissions will result in monetary penalties and other actions including withdrawal of acceptance.

NOTIFICATION OF GRADES IN COURSE WORK COMPLETED AFTER SUBMISSION OF THE AMCAS APPLICATION (Also see "CONTINUATION OF CURRICULAR PLANS" Above)

- Accepted applicants who have not completed the minimum requirements for matriculation at time of submitting their Secondary Application must submit grade reports on coursework completed after their application is submitted to AMCAS
- Accepted applicants are expected to furnish updated curriculum reports prior to matriculation and all required coursework and other requirements for graduation must be completed by July 1 prior to matriculation
- Any accepted applicant who fails to complete all requirements for graduation by the deadline of July 1 will not be allowed to matriculate
 - Any exceptions to this requirement must be stated in writing prior to July 1 by the SOM Assistant Dean for Admissions
 - It is the applicant's responsibility to know the requirements and to complete any and all required actions by stated deadlines.

COMPLETION OF DEGREES AND POSTING OF DEGREES TO FINAL TRANSCRIPTS

- All accepted applicants must also submit an official final transcript listing all courses taken **and with degrees posted no later July 1 of the entering year.**
 - Completion of coursework and any other requirements toward a Degree
- Applicants enrolled in degree granting programs, including first baccalaureate undergraduate, masters or doctoral degree granting programs are required to complete all degree requirements, including but not limited to all coursework, final changes in theses or dissertations by to July 1 prior to matriculation to medical school
 - **Applicants who will complete these activities after July 1 but prior to matriculation must submit verified documentation of the timeline for completing these actions and**

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receive a written approval of the plan from the Dean for Admissions no later than July 1

- Completed Degree requirements, degree posting date after July 1
 - For applicants who have completed all requirements for a degree, but whose degree posting date is after July 1, we **require** a letter from the applicant's school (Registrar or Dean's Office) stating the applicant has completed any and all requirements for the degree and that the degree will be posted to the transcript on a specific date
 - **These letters must be received and approved in writing by the SOM Dean for Admissions no later than July 1**
 - The applicant is responsible for ensuring the final transcript is received by our Registrar within 30 days of the degree posting date
 - Failure to complete this requirement may result in penalties including a monetary penalty and potentially dismissal from the class
 - Any exceptions must be approved in writing by the SOM Dean for Admissions prior July 1
- **CAUTION: For Regular, MSTP, MD/MPH, MD/MBA, Early Decision, and EMSAP applicants: THERE ARE NO EXCEPTIONS FOR NOT HAVING COMPLETED ANY AND ALL REQUIREMENTS FOR YOUR FIRST BACHELOR'S DEGREE PRIOR TO MATRICULATION**

NOTES:

- Transcripts submitted to AMCAS are not available to the Admissions Office
- The Admissions Office does not accept faxed copies of transcripts.
- With one exception, our school does not participate in programs with undergraduate schools that apply any medical school credit (coursework or any other credit) toward awarding an undergraduate degree.
 - The one and only exception is an internal agreement between the School of Medicine and RMSPP applicants who have received prior approval in writing from the Dean for Admissions

After degrees are posted, accepted students must have their final transcript sent to:

U.S. Mail:

Medical Student Services/Admissions
VH-100
1720 2nd Avenue South
Birmingham, AL 35294

FedEx, UPS, Street/Ground Delivery:

Medical Student Services/Admissions
Suite 107
1670 University Boulevard
Birmingham, AL 35233-1709

ACCEPTED APPLICANTS CONSIDERING DEFERRED ADMISSION

- The Admissions Committee grants **one** year Deferred Admission on a case-by-case basis
- Factors for consideration
 - Only applicants with solid academic records are considered
 - Common reasons to consider a deferred admission include opportunities for year-long research, educational or service experiences
- To be considered for a deferment, applicants must submit a written request to the Committee that includes a description of the plans for the year
 - The Committee may request details about the opportunity including the time commitment and any contingencies that may affect your request
 - The Committee expects all requests for deferred admission be submitted as soon as possible but no later than June 15
 - Requests should be addressed to medschool@uab.edu

REQUIREMENTS FOR UASOM SPECIAL ADMISSIONS PROGRAMS

EARLY DECISION PROGRAM (EDP)

The University of Alabama School of Medicine participates in the AMCAS Early Decision Plan (EDP) [Eligibility Criteria](#) are listed on the website and are listed below. (URL:

<http://www.uab.edu/medicine/home/future-students/admissions/degree-programs/early-decision-program>

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- To be eligible for participation, a student:
 - Must be a legal resident of Alabama
 - Must be able to complete a Bachelor's degree prior to matriculation
 - Should have a GPA of 3.6 or above
 - Should have average or above MCAT scores (total score of 30 with no sub-score less than 9) or 506 on the MCAT²⁰¹⁵

Application

- Applicants apply through AMCAS application Program Type: Early Decision
- Application deadline: August 1 and the Secondary Application deadline is August 15.

Application review, Decisions for Interviews and Interviews are similar to Regular Admission

Admissions Decisions

- The Admissions Selection Committee makes admission decisions
- EDP applicants will be notified of admissions decisions by October 1
- If an applicant is not accepted as "Early Decision," his/her application status is changed to "Regular MD"
 - At this time the applicant is entered into the Regular admissions process and is free to apply to other schools
- Accepted ED applicants must meet the eligibility Criteria for ED as well as the Regular admission requirements to the School of Medicine

EARLY MEDICAL SCHOOL ADMISSIONS PROGRAM (EMSAP or Bach/MD Program)

- Application deadline: December 15.
- This is an 8 year program - 4 years in Undergraduate school and 4 years in Medical school
- Applications are submitted to the UAB Undergraduate Admissions Office
- Applicants to this program do not apply through AMCAS until the year the applicant matriculates to medical school
- Eligibility requirements are listed on the EMSAP web page (URL: <http://www.uab.edu/emsap/>) along with a description of the application process (URL: <http://www.uab.edu/emsap/application-process>)
- The SOM Admissions Committee and EMSAP Program Director conduct application reviews and make decisions for offering interviews
- Interviews are conducted once each year in late January by the SOM Admissions Committee
- The Admissions Selection Committees makes Acceptance decisions
- The Undergraduate Admissions Office notifies applicants of their admissions status
- Formal reviews of the students' progress prior to entering the medical school program are held in the sophomore or junior undergraduate year
- To enter the medical school part of the program EMSAP students must:
 - Meet the Criteria for Remaining in Good Standing in EMSAP (see below)
 - Meet all other requirements for Regular admission to the school of medicine
 - Complete an AMCAS application (Program Type: Combined Bachelors/Medical Degree)
 - Complete a Secondary Application
 - EMSAP applicants are not required to submit letters of recommendation or pay a Secondary Application fee
- The Medical Admissions Committee expects EMSAP students to take full advantage of their undergraduate experiences and use time made available by AP, CLEP and IB credit to conduct research, travel and engage in other enriching activities.

Criteria for Remaining in Good Standing in EMSAP

The following requirements and conditions are to be met by all EMSAP students in order to remain in good standing for maintaining their acceptance into the UAB School of Medicine (SOM):

1. Maintain an overall 3.70 GPA and a 3.60 GPA in math and science courses. If an EMSAP

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student's GPA drops below 3.70 overall or 3.60 in Math/Science, the student will be placed on probation and have one year to raise his or her GPA to minimums. A student can only be on probation once. Only courses in Neurosciences with an "NBL" listing will count in the Math/Science GPA, following AAMC policy.

2. Take a Freshmen Learning Experience course with Professor Pence the first fall semester at UAB.
3. Successfully complete required undergraduate course work for admission to SOM.
4. Complete at least two EMSAP seminars before entering SOM, one in bioethics and one in Narrative Medicine and Writing.
5. Graduate with an undergraduate degree from UAB prior to entering SOM.
6. Live in a residence hall the first two years in EMSAP.
7. Maintain an active cell phone number so that the student can be quickly contacted and notified of events, campus opportunities and program announcements for EMSAP students.
8. Attend EMSAP meetings.
9. Stay in contact with the EMSAP Director and meet with him or his representative each semester regarding the student's campus activities, medically-related experiences and volunteer experiences for the past semester.
10. Develop a profile of medical and volunteer experiences consistent with that of premedical students accepted to SOM. This includes:
 - Shadow physicians to learn about the Patient-Physician relationship and gain familiarity with the modern medical system in both outpatient and hospital settings.
 - Volunteer in service organizations benefiting other people, especially those serving under-served populations.
11. Maintain high standards of moral character. EMSAP students are expected not to lie, steal, cheat, plagiarize, commit fraud or commit felonies. Violations of these standards will subject a student to dismissal from the program, and will be determined by the sole judgment of a committee consisting of the EMSAP Director, the Director of Enrollment Management and the Dean for Admissions of the SOM.
12. Demonstrate personal and emotional maturity and have life experiences consistent with that of premedical students accepted to SOM.
13. Participate in individual EMSAP Reviews with the EMSAP Advisory Committee as scheduled by the Advisory Committee.
14. Must take the Medical College Admissions Test (MCAT) prior to matriculating to the UASOM and earn a score at or higher than the average score on the MCAT of the entering UASOM class. The September MCAT exam dates prior to entering medical school are the last MCAT exam dates considered for admission to medical school.
15. Must have four years of undergraduate experience prior to matriculating to UAB School of Medicine.
 - EMSAP students wishing to matriculate prior to completing four years of undergraduate experience must apply through the Regular Admissions process and will be subject to requirements for Regular Admissions.
 - If unsuccessful in gaining admission at this time, the applicant will not be eligible for guaranteed admission through EMSAP in a subsequent year.
16. Complete and submit the American Medical College Application Service (AMCAS) application no later than November 1 of the application year and subsequently complete and submit a SOM secondary application no later than November 15.

In general, admission to EMSAP should not be viewed as an entitlement to SOM admission but as an opportunity to demonstrate superior academic abilities and exceptional non-academic attributes. EMSAP students should have accomplishments in these areas exceeding or at least comparable to what is expected of other premedical students who seek admission to medical school. EMSAP students

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judged by the School of Medicine Admissions Committee to have notable deficiencies in any of these areas may be dismissed from the EMSAP program and not be admitted through EMSAP.

RURAL MEDICAL PROGRAMS

(Note: Requirements for the Rural Medical Programs are subject to change. Updated requirements will be posted prior to the Rural Admissions Application Season, which opens in January)

There are two Rural Medical Programs:

- The [Rural Medical Scholars Program \(RMSP\)](http://cchs.ua.edu/education/rural-programs/) is based in Tuscaloosa and conducted by College of Community Health Science, a branch of the University of Alabama School of Medicine (URL: <http://cchs.ua.edu/education/rural-programs/>)
- The [UAB - School of Medicine - Rural Medicine Program](http://www.uab.edu/medicine/home/rural-medicine/rural-medicine-program) is a jointly sponsored program between the University of Alabama School of Medicine (UASOM) and Auburn University's College of Sciences and Mathematics (COSAM) (URL: <http://www.uab.edu/medicine/home/rural-medicine/rural-medicine-program>)

The Rural Programs are 5-year programs of one pre-matriculation year spent on the Program's undergraduate campus. Applicants with significant promise, who also are in need of more academic preparation than can be accomplished in one year, may be given consideration for an additional pre-matriculation year for academic preparation and opportunity to extend their knowledge and experiences with rural healthcare.

Rural Medical Programs Admission Eligibility Requirements

- Meet all minimum requirements for consideration for the "Regular" Admission Program
- Specific Requirements to be eligible for the Rural Medical Student Program
 - Be a legal resident of Alabama
 - Have lived in a rural area of Alabama for no less than eight years
 - Commit to practice Family Medicine or Primary Care in a rural area of Alabama
 - *By submitting an application to a Rural Medical Program, the applicant affirms their commitment to become a Primary Care Physician and to enter practice either in a rural community or in a small town*
 - Complete a year of undergraduate and/or graduate education in the Rural Medical Program (Pre-matriculation year)
 - Have a minimum GPA of 3.30 in previous coursework
 - Have a minimum MCAT score of 24* or higher with no sub-score below six
 - The earliest MCAT date considered is 2013
 - If the MCAT has not been taken prior to application or if the MCAT has been taken but the required score of 24 or higher with no sub-score below 6 was not attained, a provisional acceptance may be granted to individuals with an ACT of 24 or higher or an SAT (math plus verbal) of 1100 or higher
 - No student will matriculate to the School of Medicine without having earned a satisfactory MCAT score
 - **The Committee has not determined scores for MCAT²⁰¹⁵ that qualify an applicant for consideration for the Rural Programs. This information will be posted here and on the Rural Medicine Programs Website*
 - Students must earn a minimum GPA of 3.20 or higher for the final year of study in the pre-matriculation undergraduate or graduate program
 - Have earned a baccalaureate degree prior to matriculation in medical school, except for students enrolled in the Health Professions Option degree through the RMSP
 - Applicants provisionally accepted will be notified of specific contingencies in their official letter of acceptance. All contingencies must be met in order to matriculate
 - Those with the contingency to achieve a MCAT score in order to qualify for admission must sit for the exam no later than the last April test date of the matriculation year
 - The Admissions Committee selects Rural Medical Students based on characteristics – including academic, personal, teamwork orientation, and self-motivation – that predict their abilities to become outstanding rural physicians

Applications

GUIDELINES FOR THE UNIVERSITY OF ALABAMA SCHOOL OF MEDICINE ADMISSIONS PROCESS 2015-2016

- There are two web-based applications for this program:
 1. The initial application is through our Special Programs Application for Rural Programs on our website.
 - This application is available beginning in January each year
 - The deadline to submit this initial application is Sunday, March 20, 2016
 - Members of each Rural program's Admissions Interview Committee conduct application reviews and make offers for interviews
 1. Accepted applicants must complete a second application: The standard AMCAS application applying to Program Type: **"Other Special Program"**;
 - When completing the AMCAS Application, applicants do NOT resend any Letters of Recommendation;
 - Applicants MUST submit a transcript to AMCAS so that the application can be verified by AMCAS
 - The deadline for submitting the AMCAS application is July 1 prior to beginning the pre-matriculation year

Interviews

- Interviews are conducted by the two Rural Admissions Interview Committees in May, once on each campus on separate days
 - Applicants should monitor the [Rural Programs Homepage](http://www.uab.edu/medicine/rural) (URL: <https://www.uab.edu/medicine/rural>) for the specific date for each program's planned interviews

Admissions Decisions

- The Admissions Selection Committee makes decisions for acceptance
- All applicants are notified of their admission status in late May or early June

Matriculation

- In order to Matriculate, Rural Medical Program applicants must:
 - Meet any and all contingencies required for admission as stated in the applicant's Letter of Acceptance
 - Meet all other requirements for Regular admission to the School of Medicine
 - Participate in all Program activities and complete all tasks and assignments by stated deadlines
 - Enroll in the appropriate Rural Medical program of study for their program (Huntsville Program- Auburn University or Tuscaloosa Program- the University of Alabama)
 - Successfully complete the pre-matriculation track coursework
 - Maintain a 3.20 or higher GPA in overall course work this academic year.
 - Students in the two year pre-matriculation track will maintain a 3.50 or higher GPA in upper level science and math courses
 - Pass all coursework, seminars and community service projects for this academic year
 - Complete all tasks and coursework by assigned deadlines.
 - Final verification of your application by AMCAS with program type "Other Special Program" for the 2016 entering medical school class.
 - Agree not to apply to any other medical school for 2016.
 - Be respectful and professional in all academic and clinical activities.
 - Demonstrate Personal and Emotional maturity
 - Passing a Criminal Background Check based on the report from Certiphi Screening, Inc., and information you reported in your AMCAS application.
 - A final decision for matriculation will be made only after this review process is completed.

MEDICAL SCIENTIST TRAINING PROGRAM (MSTP or MD/PhD Program)

The NIH-funded [Medical Scientist Training Program \(MSTP\)](http://www.uasom.uab.edu/mdphd/) is a combined M.D. /Ph.D. program designed to prepare students for careers that combine laboratory investigation of disease mechanisms with the practice and teaching of clinical medicine in an academic setting

- Information about MSTP can be found at <http://www.uasom.uab.edu/mdphd/>.

Application

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- Applicants must complete three applications:
 - An AMCAS application applying Program type: Combined Medical Degree/Ph.D.
 - A School of Medicine Secondary Application
 - An MSTP Application
- Both AMCAS and MSTP application deadlines are November 1 and the Secondary Application deadline is November 15

Application Review

- Applicants are reviewed by the SOM Admissions Committee and MSTP Admissions Program
 - The MSTP Admissions Program makes decisions for offering interviews

Interviews

- Applicants interview with two Committees – The MSTP Admissions Committee and the SOM Admissions Committee

Acceptance Decisions

- Acceptance to the MSTP requires acceptance from both the SOM Admissions Selection Committee and the MSTP Committee
 - The MSTP Committee makes the primary decision for acceptance
 - The MSTP is a separate admissions track to the School of Medicine and the evaluation criteria the SOM Admissions Committee employs for this program are different from those for the SOM Regular MD Admissions Track in that for MSTP the Committee places significant weight on the applicant's commitment to complete an intensive educational program leading to a career in research
 - In order to be accepted by the SOM Admissions Selection Committee, MSTP applicants must exceed the minimum thresholds for acceptance in the Regular Admissions Program and be accepted by the Admissions Selection Committee

Matriculation

- In order to matriculate to this program, MSTP applicants must meet all minimum and administrative requirements for Regular MD admission to the School of Medicine

MSTP Students wishing to enter the Regular MD track

- Students accepted to MSTP who later decide not to complete the combined degree, with approval of the Director of MSTP, may apply for transfer to the SOM Regular MD Program
- The SOM Admissions Committee's Criteria used in accepting applicants for MSTP are different than those used by the SOM Admission Committee for the Regular MD track,
 - As with all transferring applicants, in making the decision for accepting the MSTP student in transfer, the SOM Admissions Committee will:
 - Consider how the applicant's current academic and nonacademic attributes contribute to the mission of the SOM
 - Compare the applicant's initial application for medical school with those who were accepted through the Regular MD track to determine if the applicant's pre-matriculation preparation and interview were consistent with students in the class in the Regular MD Track the applicant would join
 - Review the applicant's medical school record to determine if the applicant's academic and non-academic performance is consistent with students in the Regular MD class the applicant would join
 - The Admissions Selection Committee makes final decisions for acceptance

Further information concerning the application procedure and further program details may be obtained by emailing: mstp@uab.edu or writing to:

Medical Scientist Training Program
University of Alabama at Birmingham
1825 University Blvd Suite 121 H
Birmingham, AL 35294-2182
Phone: (205) 934-4092

MEDICAL DEGREE/MASTER'S IN PUBLIC HEALTH ADMISSIONS PROGRAM (MD/MPH)

In the fall of 1998, UASOM and School of Public Health began offering Coordinated MD/MPH degree for those persons interested in combining medicine with public health practice or population based research.

- Information about the Coordinated MD/MPH degree program is available at:
http://www.soph.uab.edu/md_mph_program
- Applicants must complete three applications:
 - An AMCAS Application Program type: Combined Medical Degree/Graduate
 - A School of Medicine Secondary Application
 - A UAB Graduate School Application: www.uab.edu/graduate
- AMCAS Application deadline is November 1 and the Secondary Application Deadline is November 15
- The SOM Admissions process for MD/MPH Applicants is the same as for Regular MD applicants
- Meetings with the School of Public Health may be scheduled on the same day or different days based on the applicant's preference
- Applicants accepted by the School of Medicine Admissions Selection Committee will also be accepted by the School of Public Health
- Applicants accepted only by the School of Public Health are only eligible to attend the School Public Health and are not eligible to attend the School of Medicine

Applying to the Coordinated MD/MPH Degree Program after matriculation to the School of Medicine

Students in the School of Medicine may apply to the School of Public Health for the Coordinated MD/MPH Degree after matriculation to the MD program

- To be eligible for the Coordinated MD/MPH degree program after matriculation to the School of Medicine, students should apply to the School of Public Health prior to April 1 during their third year of medical school

MEDICAL DEGREE/MASTER'S IN BUSINESS ADMINISTRATION ADMISSIONS PROGRAM (MD/MBA)

The MD/MBA Program prepares students to use innovation and design thinking to solve health care problems and become fluent in the language of medicine and business. The degree opens opportunities for physicians to have leadership responsibilities within their organizations as well as helping to learn how to manage today's increasingly complex healthcare challenges.

Information about the Coordinated MD/MBA degree program is available at:

<http://www.uab.edu/business/degrees-certificates/mba/md-mba-dual-degrees>

- Applicants must complete three applications:
 - An AMCAS Application Program type: Combined Medical Degree/Graduate
 - A School of Medicine Secondary Application
 - A UAB Graduate School Application: www.uab.edu/graduate
- AMCAS Application deadline is November 1 and the SOM Secondary Application Deadline is November 15
- The SOM Admissions process for MD/MBA Applicants is the same as for Regular MD applicants
- Meetings with the Collat School of Business may be scheduled on the same day or different days based on the applicant's preference
- Applicants accepted by the School of Medicine Admissions Selection Committee will also be accepted by the Collat School of Business
- Applicants accepted only by the Collat School of Business are only eligible to attend the Collat School of Business and are not eligible to attend the School of Medicine

Applying to the Coordinated MD/MBA Degree Program after matriculation to the School of Medicine

Students in the School of Medicine may apply to the School of Business for the Coordinated MD/MBA Degree after matriculation to the MD program

- To be eligible for the Coordinated MD/MBA degree program after matriculation to the School of Medicine, students should apply to the Collat School of Business prior to April 22 during their third year of medical school

**GUIDELINES FOR THE UNIVERSITY OF ALABAMA SCHOOL OF MEDICINE
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TRANSFER STUDENTS

Opportunities for students to transfer to our school are limited to positions in the third year that become available due to attrition. Only students who have compelling reason to transfer are considered for transfer. Information can be found at <http://www.uab.edu/medicine/home/future-students/admissions/degree-programs/advanced-standing-transfer-students>

- To be given consideration for transfer students must demonstrate:
 - Academic achievements and other relevant characteristics comparable to those of the medical students in the class the transferring student would join including:
 - Similar premedical academic achievements including meeting our minimum MCAT score requirement and other minimum requirements at the time of admission to medical school
 - Medical school coursework compatible with the coursework of students at the level of the class to be entered
 - Students who have failed to keep pace with their medical school class, who are not in good standing at their current medical school or who have any academic or nonacademic problem against them will not be given consideration
- Strict preference in selecting individuals for advanced standing is given to students who are both legal residents of Alabama and U.S. citizens in LCME-accredited allopathic medical schools
 - Students who have attended foreign medical schools, osteopathic schools, schools of podiatry, chiropractic schools, or dental schools are not considered for transfer
- Students who believe they meet the above criteria should submit a request for consideration for transfer to medschool@uab.edu.
 - Applicants who do not meet the criteria for consideration for transfer will receive electronic notification from the Admissions Office.
 - Qualified applicants will receive an e-mail with instructions for completing our online Advanced Standing/Transfer application.
- Applications are available beginning January 1 and the deadline for submitting applications is March 1.
 - The evaluation of advanced-standing applications begins no later than April 1 of each year.
 - Completed applications are reviewed by members of the Admissions Committee and must include the following information:
 - Advanced Standing/Transfer Application
 - Description of the compelling reason for transferring to the University of Alabama School of Medicine
 - Official Transcripts from all colleges and universities attended
 - Two letters of recommendation from professional school faculty who have taught the applicant in basic sciences or supervised the applicant in clinics.
 - A Dean's letter from the applicant's current medical school which must:
 - State the eligibility of the individual for promotion to the next academic year at the student's current school.
 - Address the academic and non-academic qualification of the individual for the eventual practice of medicine
 - Specific comments should be included on any infractions of the school's code of ethical and behavioral conduct
 - A digital photograph uploaded to our website
 - An official copy of the applicant's USMLE score
 - A passing score on USMLE Step I is required for acceptance and matriculation to the University of Alabama School of Medicine
 - Evidence of a passing score and matriculation are required in order to begin any academic activities/clerkships
- Students qualifying for consideration will be invited to interview.
 - A \$80.00 application fee is required in order to be given consideration.
 - Interviews will be coordinated by the Director of Admissions.
 - Applicants not invited to interview receive electronic notification from the Admissions Office.
- Final decision for acceptance as an advanced standing/transfer student is made by the Admissions Selection Committee.
 - Applicants not accepted will receive written notification from the Admissions Office.

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- Accepted applicants will receive written notification from the Admissions Office.
 - Acceptance is contingent on posting a passing score on USMLE Step I
 - If applicable, acceptance is contingent upon providing proof of marriage to an Alabama resident and proof of spouse's full time employment in the state of Alabama
- Students admitted into the third-year class are generally placed at one of the School of Medicine's branch campuses
- All entering students must pass a criminal background check. The criminal background check will be initiated by Certiphi Screening.
- The transferring student is responsible for the cost of the criminal background check

MSTP ADVANCED STANDING

Admissions and Interview Process for Advance Standing for MSTP information can be found at:

<http://www.uab.edu/medicine/mstp/admissions/advanced-standing>

- Strict preference in selecting individuals for advanced standing is given to students who are both legal residents of Alabama and U.S. citizens in LCME-accredited allopathic medical schools
 - Students who have attended foreign medical schools, osteopathic schools, schools of podiatry, chiropractic schools, or dental schools are not considered for transfer
 - Applicants from schools other than the UASOM must demonstrate compelling circumstances to be in Alabama as one of the reasons for their request for transfer
- Applicants applying to the MSTP for admission with advanced standing must meet the same criteria for consideration for advanced standing/transfer for the School of Medicine listed in the previous section as well as those for the MSTP/Graduate School
- To initiate an application for Advanced Standing qualified applicants must request an [application for Advanced Standing](#) from the Medical School Admissions Office. Applications are only accepted from January through March 1 each academic year
 - Completed applications will be reviewed by the SOM Admissions Office and the MSTP Office.
 - Completed applications must include the following information:
 - Official Transcripts from all colleges and universities attended
 - Two letters of recommendation from your professional school faculty who have taught you in the basic sciences or supervised you in the clinics
 - An official letter of evaluation from the Dean/Associate Dean for Student Affairs or other appropriate official of the applicant's current school which must:
 - State the eligibility of the individual for promotion to the next academic year at the student's current school.
 - Address the academic and non-academic qualification of the individual for the eventual practice of medicine
 - Specific comments should be included on any infractions of the school's code of ethical and behavioral conduct
 - A digital photograph uploaded to our website
 - An official copy of the applicant's USMLE score
 - A passing score on USMLE Step I is required for acceptance and matriculation to the University of Alabama School of Medicine
 - Evidence of a passing score and matriculation are required in order to begin any academic activities/clerkships
- The Medical School Admissions Office and MSTP both must agree to offer the applicant interviews in order for the applicant to be given further consideration.
 - Interviews will be coordinated and conducted by each office
 - Applicants not invited receive written notification from the Admissions office and MSTP
- In order for an applicant to be accepted the applicant must be acceptable to both the SOM Admissions Selection Committee and the MSTP
 - Accepted applicants will receive written notification from the SOM Admissions office as well as by the MSTP.
 - Applicants not accepted will receive written notification from the SOM Admissions Office and MSTP

***GUIDELINES FOR THE UNIVERSITY OF ALABAMA SCHOOL OF MEDICINE
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- Acceptance as a MSTP Advanced Standing student is contingent on the applicant having a passing score on the USMLE Step 1.
- All entering students must pass a criminal background check. The criminal background check will be initiated by Certiphi Screening.
 - The transferring student is responsible for the cost of the criminal background check.
 - The report must be reviewed and approved by the Background Check Committee prior to sending a formal letter of acceptanceApplications will not be considered from students who will have started their third year of medical school prior to transfer.

ORAL MAXILLARY FACIAL SURGERY (OMFS) ADVANCED STANDING

Our OMFS Program is in conjunction with our Dental School and information about the OMFS program is available at: <http://www.uab.edu/dentistry/home/departments-programs/oral-and-maxillofacial-surgery/postdoctoral-programs>.

- Applicants complete the UASOM Advance Standing Application in addition to the ADEA PASS Central Application Service.
- In addition, applicants must submit the additional supplemental materials:
 - An official transcript from all colleges and universities attended
 - An official copy of your Dental Board Exam Scores
 - An \$80.00 application fee
 - Three (3) passport size (2" x 2") photographs (used for USMLE certifications)
- All supplemental application materials should be mailed to the Medical Student Services/Admissions office.
- OMFS applicants must achieve a passing Step 1 score by matriculation and prior to beginning classes.

ADMISSIONS RELATED POLICIES AND PROCEDURES

Campus Preference and Assignment

To see more information about Campus Preference and Assignment, go to <https://www.uab.edu/medicine/campuses>

- Since 1969, the School of Medicine has had three campuses located in Birmingham, Huntsville, and Tuscaloosa. A fourth campus in Montgomery was added in 2012.
- Students are assigned to each of these campuses for the clinical years

The Medical Student Campus Assignments Policy for the Clinical Years

PURPOSE:

The University of Alabama School of Medicine has four campuses, located in Birmingham, Huntsville, Montgomery and Tuscaloosa, where students complete the Core Clerkships and Medicine AIs of their undergraduate medical education program. To ensure the resources of all four campuses are efficiently utilized, avoiding over enrollment or under enrollment at any one campus, students will be assigned proportionately to each campus.

POLICY:

At time of acceptance to the University of Alabama School of Medicine applicants are assigned to one of the School of Medicine's four campuses for their MS-3 and MS-4 years. Applicants are assigned proportionately to each campus each time letters of acceptance are issued and applicants accepted from the Alternate List are assigned based on campus availability. Campus assignments will be included in applicant letters of acceptance. The Admissions Committee's decision to accept or not accept an applicant will be without regard to the applicant's campus preference(s.)

PROCEDURES:

**GUIDELINES FOR THE UNIVERSITY OF ALABAMA SCHOOL OF MEDICINE
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When a new class of students matriculates, the number of students on each campus will be determined at the beginning of the admissions year. The current distribution of campus places on the four campuses for our entering class of 186 students is: Birmingham 98 students, Montgomery 20 students, Huntsville and Tuscaloosa 34 students each.

1. Information about Campus Preference and Assignment will be posted on the SOM website and included in the *Guidelines to the Admissions Process*.
2. Students must take their required clerkships and their Medicine AI on their assigned campus.
3. Students may pursue elective and AI (Acting Internship) activities on all University of Alabama Medical School campuses, except for the Medicine AI, which must be completed on the assigned campus.
4. Students assigned to the Tuscaloosa campus will participate in the Longitudinal Integrated Curriculum.
5. Priority Assignments: Applicants accepted through the **Early Medical School Acceptance Program** (EMSAP) will be asked to submit Campus Preferences at the time they are instructed to complete the AMCAS application. Applicants accepted **Early Decision** (ED) will be asked to submit their Campus Preferences when they are initially notified of their acceptance. EMSAP and ED applicants will be assigned to their first preference if their Campus Preferences are submitted by October 15. EMSAP and ED applicants submitting their Campus Preferences after this date will not receive priority assignment and will be entered into the pool of Regular Admission applicants at that time.
6. Program Based Assignments: Applicants accepted through the **Rural Medical Scholars Program** (RMSP-Tuscaloosa), the **Rural Medicine Program** (RMP-Huntsville) and **MSTP** (MD/PhD-Birmingham) programs will be assigned to the appropriate Program campus at the time of acceptance.
7. Other accepted applicants (**Regular Admissions** and **MD/MPH**) will be assigned their preferred campus as possible.

Submitting Campus Preferences and Assigning Campuses:

- Interviewed applicants will be asked to submit their campus preferences using the Secondary Application Website.
- Applicants submit Campus Preferences using the Admissions Secondary Application Website.
- Applicants must either rank all four campuses (first choice, second choice, etc.) or indicate they have no preference. Applicants indicating they have no preference will be assigned to one of the four campuses.
- The number of positions for assignment on each campus is determined at the beginning of the admissions year.

Number of Positions to assign by campus:

Campus	Number of Positions/Assigned Students	Percent of Total Places
Birmingham	98	52.7
Huntsville	34	18.3
Montgomery	20	10.7
Tuscaloosa	34	18.3
TOTAL	186	100 %

- Campuses assignments will be made to groups of accepted applicants.
 - The number of positions available on each campus is proportional to the campus's percentage of the total number applicants to be assigned.
 - As groups of applicants are accepted there always will be positions on each campus for assignment until the class is filled.
- Applicants are assigned campuses based on the applicant's preferences and the number of places available on each campus for assignment.

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- In a group of applicants to be assigned, if the number of first preferences for a campus exceeds the number of positions available on that campus, the available number of positions will be filled by random assignment. Applicants with first preference not assigned a campus will be included with a group of applicants to be assigned to their second campus preference. This pattern of assignment will continue until all applicants in the group are assigned, filling the available positions on each campus.
- Once all 186 positions are filled, positions made available by applicant withdrawals will be filled with applicants accepted from the Alternate List.
- 8. Applicants accepted from the Alternate List will be assigned to the campus of the individual who withdrew acceptance, creating a place for an Alternate. The Admissions Committee's decision to accept or not accept an applicant is made without regard to or knowledge of the applicants' campus preferences.
- 9. Once assigned at admission, an applicant's campus assignment is final and binding and will not be reconsidered or changed.
- 10. Student transfers between campuses will be considered only in the second year and only for situations involving significant and compelling circumstances. All transfers must be approved by all Associate Deans who oversee admissions for the campuses affected by the proposed transfer. It is not always possible to accommodate all reasonable requests.

ALABAMA RESIDENCY FOR TUITION PURPOSES

For more information about Alabama Residency and the most current version of the information below go to: [In-State Residency](http://www.uab.edu/students/paying-for-uab/item/644-in-state-residency) (URL: <http://www.uab.edu/students/paying-for-uab/item/644-in-state-residency>)

In-State Residency Information

Do you think you might meet in-state residency requirements? There are a number of factors that may be considered in determining in-state residency for tuition purposes, and you must be able to clearly prove your residency before it can be considered. Alabama, like other states, restricts resident tuition to persons who have been residing in Alabama for purposes other than to obtain an education, and who are able to demonstrate contacts with the State of Alabama that indicate an intent to remain in this state. Resident tuition status is determined by the University, with regard to Alabama law, and the policies of the board of Trustees of the University of Alabama System and the University of Alabama at Birmingham.

Applicants who meet one of the following conditions are generally reclassified as in-state residents for tuition purposes:

- You are a member, the spouse, and/or dependent child of a member in the U. S. military on full-time active duty stationed in Alabama under orders for duties other than attending school.
- You are a full-time employee (not temporary) in the state or the spouse or dependent of such an employee.
- You are employed by UAB as a graduate assistant or fellow. **(NOTE: This status applies when enrolled and employed as a graduate assistant or fellow and does not apply to any students while attending the School of Medicine; medical students are not graduate assistants or fellows while enrolled in the School of Medicine)**

Before making an application for resident student reclassification, you should be aware of the following:

- Guidelines for determining residency for tuition purposes are independent of other regulations used by state authorities to determine residency in the state of Alabama. For example, having an Alabama driver's license, an Alabama car tag, and/or voter registration would not alone demonstrate residency for tuition purposes.
- Attending the University of Alabama at Birmingham does not establish residence for tuition purposes. Residence in Alabama is residing at a single location with the intent of remaining there indefinitely, as opposed to living in Alabama solely to obtain an education.
- In determining resident or nonresident classification, the primary issue is one of intent. If a person is in Alabama primarily for the purpose of obtaining an education, that person will generally be considered a nonresident student.

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- Documents supporting a reclassification application should be, but are not required to be, dated, issued, or filed twelve (12) months before the first day of classes of the semester for which reclassification is sought.
- To be considered for in-state tuition, you must be a U.S. citizen, permanent resident alien, or a legal alien granted indefinite stay by the Immigration and Naturalization Service.
- Unless you are a “qualifying child” as defined by the IRS, also known as dependent child as stated in the Board of Trustees of the University of Alabama System and the University of Alabama at Birmingham policies. If you are 19 years of age or older, you must establish residency based on your own circumstances and not that of your parent(s) or guardian.

You should submit your reclassification application to the Admissions Office by the appropriate deadline,. As with most states, Alabama restricts “In-state tuition” to legal residents

- Note: Residing in Alabama for the primary purpose of obtaining an education will NOT qualify persons for Alabama residency
- Resident tuition status is determined by the University, with regard to Alabama statutes, and the policies of the Board of Trustees of the University of Alabama System and the University of Alabama at Birmingham
- Further information go to: <https://www.uab.edu/students/paying-for-uab/item/644-in-state-residency>

Criminal Background Checks

Purpose

The Association of American Medical Colleges (AAMC) recommends that criminal background checks be completed on all applicants accepted annually to medical school entering classes. The purposes of conducting criminal background checks are multiple:

- To assure the public’s continuing trust in the medical profession regarding the safety and well-being of patients.
- To identify accepted applicants who have a criminal history that may preclude them from participating in the clinical training programs, including but not limited to, care of patients in vulnerable populations.
- To assure compliance with various regulatory or accrediting agencies which require or recommend such checks.
- To put applicants with a criminal history on notice that there may be an issue with respective licensing boards regarding the impact of the criminal history on their ability to obtain professional licensure.

(Source: Group on Student Affairs Committee on Admissions Informational Guide to Effective Practices for Criminal Background Checks)

Policy

Criminal background checks will be conducted on all students accepted for admission to the University of Alabama School of Medicine. Subsequent criminal background checks may be required, subject to applicable policy.

Procedures

- The University of Alabama School of Medicine requires a criminal background check as part of the acceptance process for all incoming medical students, and at other times, as required for participation in clinical activities.
- A vendor selected by the School of Medicine will perform the background checks.
- Initial checks will be performed only after the applicant has received an offer of acceptance.
- Applicants offered acceptance as an Advanced Standing/Transfer student are responsible for direct payment of the Criminal Background Check fee to the selected vendor.
- The offer of acceptance and continued enrollment is contingent on satisfactory results of criminal background checks.

**GUIDELINES FOR THE UNIVERSITY OF ALABAMA SCHOOL OF MEDICINE
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- Criminal background information released to the School of Medicine will be maintained in a file separate from the student's academic file and, in general, will not be considered in other proceedings of the institution.
- Confidentiality will be respected at all steps in the process. Only selected school faculty and administrators should have access to CBC information, and access should be granted on a "need-to-know basis" only.
- Accepted applicants and enrolled students will have an opportunity to review an adverse criminal history and to submit a response to the report.
- If a background check review identifies issues which may preclude acceptance or participation in clinical activities, the case will be referred to Criminal Background Review Committee.
- Each applicant or student will be reviewed on an individual and comprehensive basis.

RESPONSIBILITY FOR SELECTING STUDENTS FOR ADMISSION

Policy: The Admissions Selection Committee has the final responsibility for selecting students for admission to the School of Medicine.

ADMISSIONS DECISIONS ARE NOT TO BE INFLUENCED BY POLITICAL OR FINANCIAL FACTORS

Policy: Review and selection of applicants for admission to the School of Medicine will not be influenced by any political or financial factors.

ADMISSIONS GUIDELINES FOR MANAGING APPLICANT INFORMATION

GUIDELINES FOR SHARING APPLICANT INFORMATION

Guideline Statement: The Committee does not share application information with entities outside the Admissions process in accordance with the University of Alabama at Birmingham Student Records Policy and the Family Educational Rights and Privacy Act (FERPA).

APPLICANT RECORDS RETENTION

Guideline Statement: Once an applicant is admitted, the application file is purged to contain documentation necessary for enrollment and student records management. Other documents will be destroyed per applicable document management policies and procedures.

IMPORTANT RESOURCES

FACTORS CONSIDERED BY OUR ADMISSION COMMITTEE

Our Committee conducts Holistic Application Reviews that give equitable and balanced consideration to applicants' academic and nonacademic attributes. Criteria for evaluating applicants for admission are based on the AAMC's Competencies for Entering Medical Students:

<https://www.aamc.org/initiatives/admissionsinitiative/competencies/>. These Reviews are broad-based and address factors our Committee considers essential for achieving the various missions of our school. The factors considered by our Committee are outlined in the document "Assessing My Competitiveness for Acceptance to Medical School" and are further described below. These factors are used by the Committee in each step of evaluating an applicant and provide the framework for the content of the Admission Interviews.

Academic Aptitude and Performance: Who Has the Academic Ability to Become a Physician?

Grades and MCAT Scores: Performance in premedical coursework and on the MCAT provides useful information for the Committee to answer the question, "Who could be a physician?" but do not answer the more important question, "Who would be the best or most effective physician?"

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In order to become a physician, one must earn a medical degree and pass all parts of the United States Medical Licensure Examination (USMLE). Our Committee uses an applicant's undergraduate academic performance and MCAT score to assess the applicant's potential to attain a medical degree and to pass the USMLE. Successful applicants must demonstrate the ability to manage challenging coursework at the same time they are managing personal challenges and the other commitments that are part of the preparation for medical school. Above average performance in the required science coursework is part of the evidence an applicant has the capacity to succeed in the challenging science curriculum of medical school. While there is no minimum GPA, successful applicants are likely to have GPAs of 3.5 or greater.

Performance on the MCAT provides important information about an applicant's potential performance on the USMLE as well as success in our curriculum. For applicants who have taken the previous version of the MCAT, a total MCAT Score of 24* is required for consideration for admission. This requirement is based on evidence that previous students who scored lower than 24 on the MCAT were significantly more likely to have academic difficulty after they became students. The average MCAT score for successful applicants is 30, with sub-scores of eight or greater. *MCAT²⁰¹⁵ is a new exam and until our committee has experience with scores from this exam, we will not be able use the scores to predict academic success as with the old MCAT. Currently, our Committee is considering applicants with MCAT²⁰¹⁵ scores of 492 and greater for interviews. The committee will use these scores, along with performance in science courses and other data to assess academic risk.

Our Committee believes undergraduates should pursue a degree in an area that matches the student's passions and resources. While a majority of successful applicants have degrees in an area of biological science, given the breadth of knowledge important for understanding and addressing the challenges of health care, applicants are encouraged to consider other areas of study that may promote their ability to address the broader issues in health care. Some useful areas of study include psychology, communication, economics, and administration and management.

Non-Academic Factors: Who Would be the Best Physician?

Essential Experiences and Attributes: Preparation for applying to our school of medicine includes investment in specific kinds of activities. While physicians must have certain academic abilities to be effective physicians, academic ability alone is not sufficient for excellence. While the attributes of "Who would be the best physician?" require an ability to master great quantities of knowledge, competent physicians are defined by a number of other equally important attributes. We view becoming a physician as a developmental process which is promoted by participation in activities that offer opportunities for personal growth and maturity. Our Committee is interested in ways applicants' experiences inside and outside the classroom have prepared them for a career as a health care professional and look for evidence of personal integrity, conscientiousness, and the ability to learn in settings outside traditional educational settings. Professional competence has been defined as, "the habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values and reflection in daily practice for the benefit of the individual and community being served." ¹ Effective preparation for a career in medicine requires an investment of one's time in a range of experiences which provide occasion for reflection on one's motivation and commitment to a vocation which calls for compassionate service to others, skillful communication, effective time management and coping skills, attention to details, responsible behavior, sensitivity to diverse populations, and a capacity to give and receive feedback adeptly.

Interpersonal and Communication Skills: Essential interpersonal and communication skills for physicians include the ability to listen effectively, communicate concisely and accurately orally and in writing. Skilled physicians are able to manage conflict effectively, and engage in teamwork and motivate others. Competent physicians demonstrate effective time management and responsible behavior, tolerance of ambiguity and anxiety, and respect for and responsiveness to patients, peers, and support staff. Other important desirable attributes include awareness of one's own thoughts and emotions, recognition of and response to personal cognitive and emotional biases, willingness to acknowledge and correct errors, and managing uncertainty. The Committee looks for applicants who have demonstrated behaviors consistent with these skills and abilities. Students who are successful in medical school have demonstrated these abilities in their undergraduate and premedical school experiences.

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Service and Volunteer Experiences: Our Committee values experiences that are designed to promote exploration of the purpose and meaning of service. While there are formal service-learning projects and leadership studies programs on most college campuses, there are extensive opportunities for individual pursuit of volunteer experiences. While most applicants may not pursue these formal opportunities, all successful applicants must have service/volunteer experiences. While most volunteer and service activities have value, commitment to serving others is most effectively demonstrated by uncompensated, on-going, hands-on, face-to-face engagement with individuals who are underserved, vulnerable, and have needs that can be addressed by the skill set of student volunteers. The most valued service and volunteer experiences are marked leadership in developing services for unmet community needs and advocacy for services for underserved populations. Volunteer experiences in medical settings are also encouraged and may be informative about the medical setting; however, non-medical settings may provide better opportunity to engage directly with the individuals served. Ongoing, hands-on, face-to-face service is the best way to demonstrate commitment to service.

Shadowing and Medically Related Experiences: While there are many opportunities for medically related experiences, shadowing experiences (occasions when the only task is to directly observe the engagement between a patient and the physician) are the most focused opportunity to understand the patient-doctor relationship. Shadowing is essential since much of the essential learning for becoming a competent physician comes from careful observation of and reflection on clinical experiences. Our committee believes it is essential for applicants to have experiences shadowing in primary care settings (general internal medicine, pediatrics and family medicine). We believe the initial understanding of the patient-doctor experience begins with a focus on the patient's experience and this is best observed in a primary care setting. Shadowing offers a window for understanding the fears, concerns and interests of patients and the way patients and physicians engage to address matters of health and wellness. Other medically related experiences such as observing surgery and other procedures as well as working or volunteering in a medical setting provide opportunities and are valuable for developing a greater awareness and understanding of health care but do not provide the essential experiences unique to shadowing.

Extracurricular Activities and Leadership: Well-prepared applicants have evidence of involvement in the community beyond the classroom. An applicant's participation in campus and community organizations is another way to gauge an applicant's investment in the process of becoming a physician professional. Given the extensive time and energy demands of a medical school curriculum, engagement in activities outside the class room as undergraduates also provides a frame for evaluating the applicant's academic ability and time management skills. Applicants with solid grades, who have minimal extracurricular activities and few experiences outside the classroom, may not perform up to the level undergraduate GPAs would predict when they are immersed in a more rigorous curriculum. Leadership experiences provide opportunities for developing important life skills and maturity. While not every undergraduate has the opportunity to be president of an organization or is selected for leadership roles, there are formal and informal opportunities in organizations, as well as self-initiated experiences, which allow students to take on responsibility for group activities.

Research/Academic Medicine: Research experiences are important for all applicants. The purpose of participating in research is to develop an understanding of the principles of scientific investigation and have experience applying these principles in a research setting. The most valuable experiences provide applicants with opportunities to be directly involved in the development and investigation of research questions. These experiences should represent an applicant's genuine interest in developing new understanding and skills as part of the investment one makes if he or she is genuinely interested in being well-prepared for a career in medicine.

Also, one of the primary missions of our school is to train physicians for careers in medical research and academic medicine. The Committee looks for evidence of activities and experiences that demonstrate an applicant's investment in medical research as a career path.

Diversity: A diverse mix of students in each class is essential to providing educational opportunities for understanding the depth and breadth of human experiences and values. Students bring important components of the curriculum that are shared as they learn from one another through small group activities.

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Our Committee looks for applicants who have distinctive as well as broad life experiences. In order to meet our mission to meet the healthcare needs of the state of Alabama, we need students from all socioeconomic levels and a broad range of racial and ethnic backgrounds. Diversity in the students who make up each class is essential for excellence in education.

Meeting other SOM Missions: Our school is committed to meeting health care needs of the state of Alabama, particularly those of underserved populations in the state. These needs include primary care medical needs of racial and ethnic minorities and rural populations.

Purpose of Interviews: Interviews provide an opportunity for the Committee to learn more about an applicant's preparation for a career in medicine. Multiple Mini Interviews give students the opportunity to discuss different topics and demonstrate their communication skills. During Traditional interviews, applicants are asked about specific experiences and are asked to give more details about how they have invested their time in preparing for a career as a physician. The overall goal is for applicants to have the opportunity to articulate their understanding of the patient-physician relationship, their commitment to service, evidence self-awareness and self-management skills, as well as their social-awareness and possession of attributes consistent with developing as a competent physician professional. ¹Epstein and Hundert, *JAMA*;287(2):255

Also available at: <https://www.uab.edu/medicine/home/future-students/admissions/assessing-your-competitiveness>

AAMC RECOMMENDATIONS FOR MEDICAL SCHOOL AND MD-PHD APPLICANTS

The AAMC recommends the following to help ensure that all M.D. and M.D.-Ph.D. applicants receive timely notification about the outcome of their application and to protect schools and programs from having unfilled positions in their entering classes. These protocols are often referred to as "Traffic Rules" by admissions officers and pre-health advisors. Prospective applicants, their advisors, and admission staff at medical schools and programs should all be aware of these Application and Acceptance Protocols for applicants.

The AAMC recommends that as an applicant to a M.D. or M.D.-Ph.D. program, you:

1. Understand, and comply with these Applicant Responsibilities as well as with the application, acceptance, and admission procedures at each school or program to which you
2. Provide accurate and truthful information in all aspects of your application, interview(s), acceptance, and admission processes for each school or program to which you apply.
3. Submit all application documents (e.g., primary and secondary application forms, transcript[s], letters of evaluation/recommendation, fees, etc.) on or before the school or program's published deadline date.
4. Notify all relevant medical school application services of any change, permanent or temporary, your contact information (e.g., mailing address, telephone number, and email address).
5. If you will be unavailable for an extended period of time (e.g., during foreign travel, vacation, holidays) during the application/admission process:
 - a. Provide instructions regarding your application, and the authority to respond to any offers of acceptance to a parent or other responsible individual in your absence.
 - b. Inform all schools or programs at which your application remains under consideration of this person's name and contact information.
6. Respond promptly to a school's or program's invitation for interview. If you cannot appear for a previously scheduled interview, notify the school or program **immediately** that you need to cancel via the school or program's preferred method.
7. Begin the steps necessary to determine your eligibility for financial aid. This may include filing need-analysis forms early, and encouraging your parents (when required) to file the appropriate income tax forms.
8. In fairness to other applicants, if you have decided before April 30 not to attend a medical school or program that has offered you an acceptance, **promptly** withdraw your application from that school(s) or program(s) by written correspondence or the method preferred.
9. If you receive an offer of acceptance from more than one school or program, choose the school at which you will enroll by April 30. Then, promptly withdraw your application, by written correspondence, from all other schools or programs that have offered you an acceptance.

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10. Withdraw your application from consideration at all other schools or programs as soon as you enroll, or start an orientation program prior to enrollment, at a U.S. or Canadian school or program.

*If any date falls on a weekend/holiday the recommendation(s) will apply to the following business day.

Approved: AAMC Council of Deans Administrative Board, September 2014

AAMC RECOMMENDATIONS FOR MEDICAL SCHOOLS AND MD-PHD ADMISSIONS OFFICERS

The AAMC recommends the following guidelines to ensure that M.D. and M.D.-Ph.D. applicants are afforded timely notification of the outcome of their applications and timely access to available first-year positions and that schools and programs are protected from having unfilled positions in their entering classes. These protocols are often referred to as "Traffic Rules" by admissions officers and pre-health advisors. These recommendations are distributed for the information of prospective M.D. and M.D.-Ph.D. students, their advisors, and personnel at the medical schools and programs to which they have applied. The AAMC recommends that each M.D. or M.D.-Ph.D. granting school or program:

1. Comply with established procedures to:
 - a. Annually publish, amend and adhere to its application, acceptance and admission procedures.
 - b. Abide by all conditions of participation agreements with application services (if using).
2. Promptly communicate admissions decisions:
 - a. By October 1, notify Early Decision applicants and the American Medical College Application Service (AMCAS) of Early Decision Program (EDP) admission actions.
 - b. From October 15 to March 15, notify AMCAS within 5 business days of all admission actions, either written or verbal, that have been communicated to an applicant.
 - c. From March 16 to the first day of class, notify AMCAS within 2 business days of all admissions acceptance, withdrawal, or deferral actions, either written or verbal, that have been communicated to an applicant. All admission actions are listed and defined on the AAMC website.
 - d. An acceptance offer is defined as the point at which a medical school communicates a written or verbal acceptance offer to an applicant.
 - e. An acceptance offer to any dual degree program that occurs after an initial acceptance should follow the above timelines.
3. Notify all Regular M.D. program applicants of their acceptance on or after October 15* of each admission cycle, but no earlier. Schools and programs may notify applicants of admissions decisions other than acceptance prior to October 15.
4. By March 15 of the matriculation year, issue a number of acceptance offers at least equal to the expected number of students in its first-year entering class and report those acceptance actions to AMCAS.
5. On or before April 30, permit **ALL** applicants (except for EDP applicants):
 - a. A minimum of two-weeks to respond to their acceptance offer.
 - b. To hold acceptance offers or a waitlist position from any other schools or programs without penalty (i.e. Scholarships).
6. After April 30, implement school-specific procedures for accepted applicants who, without adequate explanation, continue to hold one or more places at other schools or programs:
 - a. Each school or program should permit applicants:
 1. A minimum of 5 business days to respond to an acceptance offer. This may be reduced to a minimum of 2 business days within 30 days of the start of orientation.
 2. Submit a statement of intent, a deposit, or both.
 - b. Recognize the challenges of applicants with multiple acceptance offers, applicants who have not yet received an acceptance offer, and applicants who have not yet been informed about financial aid opportunities at schools to which they have been accepted.
 - c. Permit applicants who have been accepted or who have been granted a deferral, to remain on other schools' or programs' wait lists. Also, permit these applicants to withdraw if they later receive an acceptance offer from a preferred school or program.
7. Each school's pre-enrollment deposit should not exceed \$100 and (except for EDP applicants,) be refundable until April 30. If the applicant enrolls at the school, the school should credit the deposit

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toward tuition. Schools should not require additional deposits or matriculation fees prior to matriculation.

8. On or after May 15, any school that plans to make an acceptance offer to an applicant who has already been accepted to, or granted a deferral by, another school or program, must ensure that the other school or program is advised of this offer at the time it is issued (written or verbal) to the applicant. This notification should be made **immediately by telephone and email** by the close of business on the same day. The communication should contain the applicants name and AAMC ID number, the program being offered (ex. MD only, joint program), and the date through which the offer is valid. Schools and programs should communicate fully with each other with respect to anticipated late roster changes in order to minimize inter-school miscommunication and misunderstanding, as well as to prevent unintended vacant positions in a school's first-year entering class.
9. No school or program should make an acceptance offer, either verbal or written, to any individual who has officially matriculated/enrolled in, or begun an orientation program immediately prior to enrollment at an LCME accredited medical school. Medical programs should enter a matriculation action for students in AMCAS immediately upon the start of enrollment or the orientation immediately preceding enrollment.
10. Each school should treat all letters of evaluation submitted in support of an application as **confidential**, except in those states with applicable laws to the contrary. The contents of a letter of evaluation should not be revealed to an applicant at any time.

*If any date falls on a weekend/holiday the recommendation(s) will apply to the following business day.

Approved: AAMC Council of Deans Administrative Board, September 2014