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Although these guidelines are intended to reflect current rules and policies of the University, users are cautioned that changes or additions may have become effective since the publication of this material. All policies are subject to change.

## 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.

- According to the AAMC, 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.
- 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.
  - Address disparities in health care, including 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.

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.

**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.

## MINIMUM/BASIC REQUIREMENTS:

- For out of state students, a minimum total MCAT score of 495 on the applicant's most recent MCAT. For AL residents, applicants with above average academic performance with a 493 or 494 total score may be invited to submit a secondary application.
  - Scores from the September MCAT dates are the latest that will be considered
  - Qualifying MCAT Score must be within three years of anticipated matriculation
- Alabama residents must have a 3.0 science (BCPM) GPA at the undergraduate level or a 3.0 science (BCPM) GPA after 20 or more credits at the post-baccalaureate or graduate level to receive the secondary application invitation.
- A 3.3 science (BCPM) GPA at the undergraduate level or a 3.0 science (BCPM) GPA after 20 or more credits at the post baccalaureate or graduate level is required for out of state applicants to receive an invitation to complete the secondary application.
- An applicant's academic record must demonstrate solid knowledge of relevant sciences and the ability to manage a rigorous academic curriculum.
- Applicants should report at least 90 hours of undergraduate course credit from an accredited U.S. college or university on the AMCAS application. Applicants educated at college or university not regionally accredited in the US should complete a minimum of 24 credits in biomedical sciences (biology, chemistry, physics and/or math) at a US accredited institution and submit a course-by-course evaluation from a NACES.org evaluation service for education completed outside the U.S.
- All requirements to complete current degree programs must be completed by July 1 prior to matriculation to the SOM.
- Only US citizens and Permanent Residents are considered for admission. Minimum grade of "C" on all required courses.
- At the time of matriculation into medical school, accepted students must be at least 19 years old.

## REQUIRED UNDERGRADUATE COURSES

- 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.
- Online and community college courses are accepted unless otherwise noted.
- Students must receive a "C" or better in required courses.

### General Biology (8 semester hours)

- Applicants awarded AP, CLEP, or Community College credit for biology are expected to complete 8 hours of additional advanced biology coursework at the university level.
- Lectures may be completed online or in-person.
- Laboratory courses should be completed in person.

### Biochemistry (4 semester hours)

- Any sequence of chemistry courses that includes Biochemistry will satisfy the chemistry requirement.
- It is recommended that Biochemistry be taken in-person at the university level.

### General Physics with lab (8 semester hours)

- We accept AP or CLEP credit for physics.
- Online and Community College courses are accepted.

### Biostatistics/Statistics/College Mathematics (Biostatistics/Statistics or 6 semester hours of mathematics)

- A course in biostatistics or statistics is expected.
- Applicants with 6 hours of college level math coursework other than biostatistics/statistics will also meet the requirement.
- Applicants awarded AP, CLEP, or Community College credit for College Mathematics or Statistics are expected to complete 3 hours of additional advanced Mathematics or Statistics coursework at the university level.

### English (6 semester hours)

- Applicants should complete at least 6 semester hours of college level English, writing composition, or writing intensive coursework to meet this requirement.
- AP, CLEP, Online, and Community College English credits are accepted.

### Behavioral and Social Sciences (3 semester hours)

- Any behavioral or social science coursework that addresses biological, psychological, and sociocultural factors that influence perceptions, behavior, interactions, and well-being.
- AP, CLEP, Online, and Community College English credits are accepted.

## INCOMPLETE COURSEWORK AT TIME OF SUBMITTING AN APPLICATION

- Courses to be taken to complete minimum requirements should be listed on the applicant's AMCAS Application as well as in the Secondary Application under the section "Required Courses"
- Applicants are responsible for knowing and meeting all course requirements
- All changes in curricular plans during the admission cycle should be made with the approval of the applicant's campus advisor and/or pre-professional committee, including dropping courses or withdrawal from college. Changes must be communicated to the Admissions Committee as soon as they are approved.
- 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

## IMPORTANT DATES AND DEADLINES

Deadlines and Fees AMCAS Applications					
ADMISSIONS PROGRAM	AMCAS APPLICATION TYPE	AMCAS APPLICATION DEADLINE	SECONDARY APPLICATION DEADLINE	SECONDARY FEE	LETTERS OF RECOMMENDATION REQUIRED
<b>Regular, Early Decision and Combined Degree Programs</b>					
Early Decision	Early Decision	August 1	August 15	\$100	Yes
Deferred	Deferred/Delayed Matriculation	August 1	Not required	Not required	Not for matriculation year
Regular	Regular MD	November 1	November 15	\$100	Yes
MSTP (MD/PHD)	Combined Medical Degree/PhD	November 1	November 15	\$100	Yes
MD/MPH MD/MSPH	Combined Medical Degree/Graduate	November 1	November 15	\$100	Yes
MD/MBA	Combined Medical Degree/Graduate	November 1	November 15	\$100	Yes
<b>Early Assurance/Acceptance Programs – Matriculation Year</b>					
Early Medical School Acceptance Program (EMSAP)	Combined Bachelors/Medical Degree	August 1	October 15 (required for scholarship consideration)	Not Required	Not for matriculation year
Early Assurance Program (Burroughs)	Early Assurance	August 1	October 15 (required for scholarship consideration)	Not Required	Not for matriculation year
Blaze to MD Program	Deferred/Delayed Matriculation	August 1	October 15 (required for scholarship consideration)	Not Required	Not for the matriculation Year
Rural Medical Programs (RMP and RMSP)	Other Special Program	August 1	October 15 (required for scholarship consideration)	Not Required	Not for matriculation year

### Other Important Dates

- Interviews for the Regular MD, MD/MPH MD/MSPH and MD/MBA Program are scheduled on selected Thursdays from late August through early March
- Decisions for Early Decision Applicants are made by October 1
- Offers of admissions to the MD program begin on October 15 and continue until the class is full.
- Applicants placed on the waitlist will be notified by early April.
- The deadline for completing most matriculation check list items is approximately 30 days prior to the first day of classes. Failure to meet the deadline may result in monetary fines, withdrawal of acceptance, or require the student to defer matriculation to the following admission year
- Orientation and the first day of classes is typically the third week of July.
  - 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. Students planning to travel prior to pre-matriculation should complete all checklist items prior to travel.
- 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.
- Applications must be “verified” by AMCAS prior to entering the Committee Review process.

### **SECONDARY APPLICATION**

- Secondary Applications are requested from verified AMCAS applicants who apply to our school who meet minimum requirements outlined in “Minimum Requirements.”
- Applicants selected to complete the secondary will receive an invitation and instructions via email.
- 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.
- A non-refundable \$100 application fee to be paid online. This fee is waived for applicants who have qualified for fee assistance from the [AAMC Fee Assistance Program \(FAP\)](#).

### **LETTERS OF 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. Once letters are processed by AMCAS, it may take a day or two for them to be uploaded into our admissions system.

While letters from a Pre-Health Professional Advisory Committee (or other advisory entity) are the strongly preferred method of reporting from 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.

**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 the institution’s evaluation of the applicant. A committee letter may or may not include additional letters written in support of the application.

#### **Option Two: Letter Packet**

Applicants from schools without a Pre-Health Professional Advisory Committee (PHPAC) 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 the 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 the school does not have a Pre-Health Professional Advisory Committee (PHPAC), the applicant may submit the following three individual letters of evaluation and recommendation:

- At least one letter from a faculty member (preferably a science faculty member)
- Two letters from other faculty or individuals who can provide in-depth evaluation and recommendation

Note: Applicants should not submit more than five individual letters of recommendation.

## **PREview Exam: AAMC Situational Judgement Test (SJT)**

The AAMC has selected UAB Heersink School of Medicine to participate in a pilot program to use the new AAMC situational judgment test in admissions. Applicants are highly encouraged to take PREview. During the pilot, only scores in the top quartile are shared with Admissions Selection Committee members to use as a plus factor in considering applicants using holistic review. The absence of an SJT score will not be used negatively in the review of applicants.

### **APPLICATION SCREENING**

- Applications are considered complete when all required materials are received by the Admissions Office.
- Completed application files are read by admissions committee members on a rolling basis.
- Interviews are offered based on the results of the application screening process.
- 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 the 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 February.

### **INTERVIEWS**

Interviews allow the Committee to develop a better understanding of the applicant's interests, experiences, motivation and capacity to be a physician. Interviews also provide the opportunity to recruit desired students.

- Applicants offered interviews are notified by email and given instructions for scheduling the interview.
- Interviews are conducted on select Thursdays, from the end of August through mid-March
- 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 any applicant information other than name.
- The interview day includes presentations on curriculum, admissions, student services and diversity and inclusion. Applicants also have lunch with current students and go on a tour of the hospital.

### **COMMITTEE REVIEW**

- Following the interviews, each applicants file and evaluations are holistically reviewed by three individual members of the Admissions Selection Committee in preparation for committee discussions/decisions.
- The Admissions Selection Committee makes all decisions on admission to the medical school.
- Committee decisions are final and not subject to appeal.

### **NOTIFICATION OF COMMITTEE DECISIONS**

#### **Acceptances**

The Selection Committee makes admission decisions on a rolling basis until all seats are filled. The first acceptances for Regular MD admission are typically offered on or shortly after October 15.

#### **No Further Consideration**

Applicants are notified via email if they are no longer being considered for admission.

### **Still Under Consideration**

Applicants who have not been notified of acceptance or denial are still under consideration for a seat in the class.

### **Waitlist**

Once the interview cycle is complete, all applicants who are still under consideration for admission will be placed on the first or second tier of the waitlist. The school typically notifies applicants of their waitlist placement by the end of March or early April.

### **Feedback from the Admissions Committee during the Admissions Season**

- All inquiries from applicants seeking feedback should be referred 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 them to committee members.
- Applicants no longer under consideration can request to receive Re-Applicant Advising for ways to improve their application (unless they are still interviewing at other schools or have been accepted at another institution).

## **INFORMATION FOR ACCEPTED APPLICANTS**

### **APPLICANT RESPONSIBILITIES**

- **The deadline for completing most requirements for matriculation is July 1**
  - Applicants are responsible for completing requirements and contingencies by stated deadlines.
  - Failure to meet all deadline may have serious consequences including, monetary penalties, deferment to the next entering class, or withdrawal of acceptance of admission.
- Medical clearance is required for participating in the Mandatory Orientation and Classes. In order to complete all steps for Medical clearance requires applicants to begin this process well in advance
- 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](#) as stated in the AMCAS Application and Acceptance Protocols for Applicants.
- All applicants are required to maintain updated contact information through AMCAS. 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
- Matriculation is the first day of the **MANDATORY Orientation and Classes** for all **ACCEPTED applicants**. The first day of the mandatory Orientation and Classes is typically the third Monday of July. An official date will be included in your acceptance letter.

### **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.**
  - 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 July 1 prior to matriculation.
  - 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 receive a written approval of the plan from the Dean for Admissions no later than 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 all requirements for the degree and the date the degree will be posted to the transcript.
  - The applicant is responsible for ensuring the final transcript is received by our Registrar within 30 days of the degree posting date



## ACCEPTED APPLICANTS CONSIDERING DEFERRED ADMISSION

- The Admissions Committee grants **one** year Deferred Admission on a case-by-case basis
- 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
  - The Committee expects all requests for deferred admission be submitted as soon as possible but no later than April 30

## REQUIREMENTS FOR SPECIAL ADMISSIONS PROGRAMS

### BLAZE TO MD PROGRAM (MS PIPELINE PROGRAM)

#### Program Outline

- Apply directly to SOM through AMCAS
- Interviewed in the Regular Admissions Cycle by Admissions Committee
- Not accepted by SOM but Admissions Selection Committee (ASC) offers **provisional acceptance** of qualified students for admission to the program
- Complete 1 year M.S. in Biomedical and Health Sciences
  - Minimum GPA of 3.50 in M.S. program
- Direct admission into SOM for the following academic year (Complete an AMCAS application as a Deferred applicant for the year starting medical school)
- Maintain SOM Code of Professional Conduct and UAB Enterprise Code of Conduct
- Students pay tuition for Master's Degree

#### Eligibility Requirements

- Have completed an undergraduate degree from an accredited college/university
- Preference is given to Alabama residents
- Student must be from an educationally or economically disadvantaged background
- Meet SOM admissions requirements including alignment with mission

### EARLY ASSURANCE PROGRAM (EAP)

The UAB Heersink School of Medicine has an early assurance program (EAP) with approved undergraduate institutions. The school selects students who show promise for serving underserved populations and addressing medical disparities. The program offers early acceptance to selected candidates who meet the criteria for acceptance and matriculation as follows:

#### Eligibility Requirements

- Complete three full-time equivalent semesters of undergraduate education at designated school(s)
- Undergraduate GPA and science GPA of 3.5 or above
- Preference given to AL residents
- Premedical experiences that demonstrate interest in career in medicine and engagement in the community

#### Application

- Complete Early Assurance Application by February 15
- Submit three letters of recommendation
- Submit all college transcripts and ACT/SAT scores

### **Admissions Decisions**

- Select applicants will be invited to interview. Selection is competitive.
- The Admissions Selection Committee makes all admissions decisions.

### **Matriculation**

- Maintain 3.5 undergraduate and science GPAs.
- Participate in summer programming after sophomore, junior, and senior years.
- Earn minimum MCAT (same as regular MD) by September of application year.
- Meet all minimum admission requirements, including prerequisite coursework, for regular admission.
- Participate in community service, medically related activities and student engagement experiences.
- Submit an AMCAS application by August 1.
- EAP students are not permitted to apply to other medical schools.
- Formal reviews of the students' progress prior to entering the medical school program are held in the junior undergraduate year.

### **EARLY DECISION PROGRAM (EDP)**

The medical school participates in the AMCAS Early Decision Program (EDP).

- To be eligible for participation, an applicant:
  - 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 a 506 or above on the MCAT<sup>2015</sup>

### **Application**

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

### **Admissions Decisions**

- EDP applicants will be notified of admissions decisions by October 1.
- Applicants not accepted as "Early Decision" may be referred to the regular admission process or be notified that the application is no longer under consideration.
- If referred to the regular admission process, the applicant 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)**

- This is an 8-year program - 4 years in Undergraduate school and 4 years in Medical school.
- Applicants must first be accepted to undergraduate school at UAB to be eligible to apply to EMSAP.
- Applicants must meet the minimum application requirements: high school GPA of 3.5 and a minimum ACT score of 30 or SAT score of 1400.
- Application deadline: December 1.
- 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.
  - 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.

### **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 Heersink School of Medicine (SOM):

1. Maintain an overall 3.60 GPA and a 3.50 GPA in math and science courses. If an EMSAP student's GPA drops below 3.60 overall or 3.50 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 in 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) and earn a score of 506 or higher. 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 medical school.
  - 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 August 1 of the application year and subsequently complete and submit a SOM secondary application no later than August 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 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.

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

The NIH-funded [Medical Scientist Training Program \(MSTP\)](#) is a combined MD/PhD 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.

### **Application**

- Applicants must complete two applications:
  - An AMCAS application applying Program type: Combined Medical Degree/Ph.D.
  - A School of Medicine Secondary Application.
- AMCAS deadline is 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 secondary applications and interviews.

### **Interviews**

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

### **Acceptance Decisions**

- Acceptance to the MSTP requires acceptance from both the Heersink 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. Out of state MSTP applicants are not required to meet the 3.4 minimum GPA required for Regular MD consideration. MSTP applicants must 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 applicants do not have to pay an acceptance deposit.

### **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.
    - 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 Admissions Selection Committee makes final decisions for acceptance.

## **MEDICAL DEGREE/MASTERS IN PUBLIC HEALTH ADMISSIONS PROGRAM (MD/MPH or MD/MSPH)**

The SOM and School of Public Health offer coordinated MD/MPH or MD/MSPH degrees for those persons interested in combining medicine with public health practice or population based research.

- 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](http://www.uab.edu/graduate).
- The SOM Admissions process for MD/MPH or MD/MSPH 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 or MD/MSPH 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 dual 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.

- 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](http://www.uab.edu/graduate)
- 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

## PRIMARY CARE TRACK

The Primary Care Track is a four-year M.D. program designed to provide students a strong foundation in clinical medicine focused on primary care through longitudinal experiences with patients, lasting relationships with mentoring physicians, and special programming on population health and physician leadership skills.

### Eligibility Requirements

- Applicants apply to the Regular MD program through AMCAS. Applicants who meet the minimum qualification for a secondary application based on Regular MD criteria will have the opportunity to apply to the Primary Care Track on the secondary application.
- Primary Care Track applicants should be able to demonstrate in their career goals and premedical experiences a desire to practice medicine in a community-based setting in primary care fields of family medicine, internal medicine and pediatrics, and community-based specialties and sub-specialties including OB/GYN, neurology, psychiatry and general surgery.

### Application Screening, Interview, and Review Process

- Applicants being considered for the Primary Care Track are also considered for Regular MD. Applicants to the Primary Care Track who are deemed to not be competitive for that program yet competitive for Regular MD may be notified at any time during the review process that they are only being considered for Regular MD.
- Primary Care Track applicants, when possible, are screened by at least one Admissions Committee member from the Tuscaloosa Regional Campus.
- Upon completion of the screening process, applicants may be offered an interview for the Primary Care Track, the Regular MD, or denied an interview.
- Primary Care Track interviewees are interviewed with Regular MD applicants with an informational visit to the Tuscaloosa Regional Campus on the day following their interview.
- The Admissions Selection Committee makes all admissions decisions.

### Matriculation

- Once an applicant is accepted to the Primary Care Track, they are committed to completing the program.
- If prior to matriculation, an accepted Primary Care Track student wants to be considered for Regular MD and not the Primary Care Track, their acceptance to the medical school will be rescinded and they will be added back to the pool of interviewed applicants for consideration for the Regular MD program.
- After matriculation, only students with significant and compelling reasons for switching to the Regular MD program will be considered using the Campus Change Request process. Changes are limited and not guaranteed.

## RURAL MEDICAL PROGRAMS

There are two Rural Medical Programs:

- The [Rural Medical Scholars Program \(RMSP\)](#) is based at the Tuscaloosa Regional Campus of the Heersink School of Medicine, in collaboration with the College of Community Health Science at the University of Alabama.
- The [UAB - Heersink School of Medicine - Rural Medicine Program](#) is a collaboration between the UAB Heersink School of Medicine and Auburn University. Students complete their pre-matriculation year at Auburn and their clinical education on the Huntsville Regional Campus of the UAB Heersink School of Medicine.

The Rural Programs are 5-year programs of one pre-matriculation year spent on the Program's undergraduate campus plus four years of medical school. 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
- Be a legal resident of Alabama
- Have lived in a rural area of Alabama for no less than eight years or graduate from a rural Alabama high school
- 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 495 on the MCAT<sup>2015</sup>
- The earliest MCAT date considered is three years prior to medical school matriculation
- If the MCAT has not been taken prior to application or if the MCAT has been taken but the required score of 495 or higher was not attained, a provisional acceptance **may** be granted to individuals with an ACT of 24 or higher or an SAT of 1100 or higher. Provisional acceptance will include a date by which the applicant must achieve the minimum score. This date is typically prior to matriculation to the pre-matriculation year in Tuscaloosa or Auburn.
- Students must earn a minimum GPA of 3.50 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
- 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

- Complete the Special Programs Application for Rural Programs.
- This application is available beginning in November each year and due on or around January 15.
- Rural Program Directors review applications with the admissions dean to determine interview offers.

## Admissions Decisions

- The Admissions Selection Committee makes decisions for acceptance
- All applicants are notified of their admission status in April.

## Matriculation

- Meet any and all contingencies required for admission as stated in the 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).
  - Maintain a 3.50 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.
  - Apply for admission to the medical school using the AMCAS application with program type “Other Special Program” by August 1 of the year prior to matriculation. Submit transcripts to AMCAS and receive verification.
  - Agree not to apply to any other medical school.
  - Be respectful and professional in all academic and clinical activities.
  - Demonstrate Personal and Emotional maturity.
  - Pass 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.

## 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.

- 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
- Applicants must be US citizens or US permanent residents
- Applicants must have attended an LCME accredited allopathic medical school
- Preference is giving to legal residents of Alabama
- Applications are available beginning January 1 and the deadline for submitting 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
    - 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
    - An official copy of the applicant's USMLE score
      - A passing score on USMLE Step I is required for acceptance and matriculation
      - 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.
- Final decision for acceptance as an advanced standing/transfer student is made by the Admissions Selection Committee.
- 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

- 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
  - 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
    - 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 Heersink School of Medicine
      - Evidence of a passing score and matriculation are required in order to begin any academic activities/clerkships
    - Applications will not be considered from students who will have started their third year of medical school prior to transfer.
- 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.
  - 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.

## **ORAL MAXILLARY FACIAL SURGERY (OMFS) ADVANCED STANDING**

Our OMFS Program is in conjunction with our Dental School.

- 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 \$100.00 application fee
  - Three (3) passport size (2" x 2") photographs (used for USMLE certifications)
- Applicants must be US Citizens or Permanent Residents
- All accepted applicants go through a Background Check. OMFS applicants are responsible for the cost of the background check.
- OMFS applicants must achieve a passing Step 1 score by matriculation and prior to beginning classes.

## ADMISSIONS RELATED POLICIES AND PROCEDURES

### CAMPUS ASSIGNMENTS FOR CLINICAL YEARS

#### **PURPOSE:**

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

#### **POLICY:**

The University of Alabama at Birmingham Heersink School of Medicine applicants are assigned to one of the School of Medicine's four campuses for their MS-3 and MS-4 years during the acceptance process. Applicants are assigned proportionately to each campus based on application type, applicant preference, and availability.

1. Students must take their required clerkships, their Medicine AI (Acting Internship), and their Ambulatory AI on their assigned campus. Primary Care Track students must take all acting internships on the Tuscaloosa campus.
2. Students may pursue elective, surgery/critical care AI, and elective AI coursework on all UAB medical school campuses.
3. Students assigned to the Tuscaloosa campus will participate in the Longitudinal Integrated Curriculum.
4. Program Based Assignments: Applicants accepted through the **Primary Care Track, 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.
5. Other accepted applicants (**Regular Admissions, MD/MBA and MD/MPH**) will be assigned their preferred campus as possible.
6. Once assigned at admission, an applicant's campus assignment is final and binding and will not be reconsidered or changed prior to matriculation
7. Student transfers between campuses will be considered only in the second year and only for situations involving significant and compelling circumstances per the Campus Change Request policy. It is not always possible to accommodate all reasonable requests due to capacity constraints.

#### **PROCEDURES:**

- Campus visit programs and other informational activities will be planned to educate students about campuses.
- Interviewed applicants will be asked to submit their campus preferences using the Admissions Portal by March 1.
- The Tuscaloosa Regional Campus openings are entirely filled by Rural Medical and Primary Care Track program students and thus, Tuscaloosa is not included in the campus preference process for Regular MD applicants.
- The number of positions for assignment on each campus is determined at the beginning of the admissions year.
- Applicants are assigned campuses based on the applicant's preferences, extenuating circumstances requiring a particular location (i.e. children/dependents in the home, primary caregiver for family member), and the number of places available on each campus for assignment.
- Once all 186 positions are filled, positions made available by applicant withdrawals will be filled with applicants accepted from the Wait List.

# ALABAMA RESIDENCY FOR TUITION PURPOSES

## In-State Residency Information

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. The guidelines in this document are presented as a summary and are not meant to replace or supersede Board policy or Alabama law.

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

- The student is the 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.
- The student is a full-time employee (not temporary) in the state or the spouse or dependent of such an employee.

## Guidelines

- 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.
- 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.
- 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, the student must be a U.S. citizen, permanent resident alien, or a legal alien granted indefinite stay by the Immigration and Naturalization Service.
- If 19 years of age or older, student must establish residency based on own circumstances and not that of parent(s) or guardian, unless the student is 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.

## Criminal Background Checks

### Policy

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

### Procedures

- Heersink School of Medicine participates in the AMCAS Criminal Background Check Service.
- 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.
- 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 have access to CBC information on a need-to-know basis.
- 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.

## **RESPONSIBILITY FOR SELECTING STUDENTS FOR ADMISSION**

**Policy:** The Admissions Selection Committee (ASC) has the final responsibility for selecting students for admission to the School of Medicine. The ASC may delegate authority to a subgroup of the ASC for making offers based on committee ratings and mission-match. 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.