Graduate Program Committee
Admissions Process and Procedures

The purpose of this document is to detail the admissions process and procedures employed by the Graduate Program Committee for students applying to the Master of Science in Biomedical Sciences Program at the Kirksville College of Osteopathic Medicine (KCOM) of A. T. Still University of Health Sciences.

1. The application for admission to the Graduate Program is available online at: http://www.atsu.edu/kcom/admissions/preparing_MS_admission/application_checklist.htm.

2. Application. On your application be sure to designate the program to which you are applying. The deadline for receipt of applications is March 1, and the deadline for on-campus interviews is April 1.
   - Masters only – Biomedical Sciences Research track
   - Masters only – Human Anatomy Education track
   - Dual-degree – The applicant must be accepted to the Doctor of Osteopathic (DO) Medicine program before applying to the Biomedical Sciences Research track. The dual-degree option is not available for the Human Anatomy Education track.

3. Prescreening. Once your application has been received and processed through the Admissions Office, your file will move to the Graduate Program Committee for “prescreening.” During this process, your application will be reviewed to assure compliance with minimum required standards for the program (as published online). In addition, the prescreening process will attempt to ascertain your suitability for the program. Since the majority of applicants aspire to move from the Masters program to the Doctor of Osteopathic Medicine program (or another professional program, such as dental), it is important to discern your potential to move into such programs at the conclusion of the Masters program. For example, it is very unlikely that even if successful in the Masters program, that someone will be accepted into the DO program if they have taken the MCAT several times and received only low scores.

4. Invitation for an On-Campus Interview. If it is determined that you project as a strong candidate for our Masters program, you will be invited to KCOM for an on-campus interview. Applicants are encouraged to bring their significant other, a parent(s), or friend with them for the day, if they so desire.

5. The Interview Day. Each interview day begins at 8:15 a.m. with a brief informational session, followed by three personal interviews (two with faculty and one with an admissions counselor). Tours and informational activities are arranged for significant others that may be present. After lunch with graduate student ambassadors (current graduate students) and significant others, the applicants meet with a representative from Student Financial Services to discuss support options. The student ambassadors then escort the applicants and their significant others on a walking tour of campus. At the close of the interview day, time is allotted for any final questions, and the applicants are bid farewell by about 3 p.m.

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6. Each interviewer will submit a written evaluation of the applicant to the Graduate Program Committee. These evaluations will be considered when applicants are reviewed for possible acceptance to the Masters program.

7. After the closing of interviews in early April, the Graduate Program Committee will meet to review all the applicants and to rank them. Applicants will be ranked based on several categories, including, but not limited to: results of interviews and evaluations, academic record, performance on standardized tests (e.g., MCAT, DAT, GRE), letters of reference, personal statement, prior research experience, etc. The highest ranking applicants will be offered seats in the incoming class, as available, while the next tier of applicants will be categorized as alternates.

8. Applicants in the accepted group will receive a packet of information in the mail. This packet will include all required information for acceptance of the seat in the incoming class. Submission of this information and deposit is required to hold a seat. Accepted students will have three weeks to complete and return all required paperwork and deposit.

9. If an accepted applicant decides not to take the offered seat, the chair of the Graduate Program Committee may offer open seats to alternates, pending logistical considerations.

10. The summer quarter typically begins the second week of July. This provides incoming graduate students ample time to settle in to their new home. More importantly, the summer quarter permits students to complete their lab rotations and ultimately determine the scientific discipline and research mentor with whom they plan to work with during the Masters program.

11. Fall quarter classes begin in late August with the start of the DO program courses. All research track graduate students take Biochemistry I and a series of Graduate Program courses, while Human Anatomy Education track students take Human Gross and Developmental Anatomy, and specific Human Anatomy Education track courses. All graduate students are required to take at least three DO level courses during their first year.

12. Graduate students who are interested in applying for admission to either the DO program or another post-graduate program, are encouraged to submit their application at the conclusion of the spring quarter. At this time, the student’s DO courses and most of the Graduate Program courses have been completed, which helps ensure that the Admissions Committee will have a good sense of the student’s academic ability, as well as their personal and professional characteristics. The completion of the secondary application in mid-to-late summer will position the second-year graduate student to interview for post-graduate programs in the fall, so that they will hopefully know their status for the coming year well in advance. This allows the graduate student to focus on completing any remaining course work and to complete their research and thesis well before the start of professional school.

For additional program information, please consult the ATSU website at www.atsu.edu/kcom and go to the Biomedical Sciences program. If you would like contact the Graduate Program, contact Dr. Bill Sexton at 660.626.2324 or WSexton@atsu.edu. If you would like to speak with an Admissions Counselor, please contact Admissions at 660.626.2237 or admissions@atsu.edu.