



**L|E|C|O|M**  
LAKE ERIE COLLEGE OF OSTEOPATHIC MEDICINE

# **Early Acceptance Program**

## ***Student Policy Manual***

**2022-23**

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## Introduction

LECOM would like to thank you for your interest in enrolling in our Early Acceptance Program (EAP). This program opens the door for you to a long and fulfilling career in a healthcare profession. As a healthcare provider, your community and patients will expect much from you; therefore, you must prepare yourself to rise above the expectations of an average citizen and employee.

LECOM is committed to making sure you are prepared for the challenges that lie ahead of you and will hold you to a higher standard as you progress through undergraduate school and professional school. Your future patients must be confident that you have the scientific knowledge, analytical skills, and moral and ethical standards needed to ensure their healthcare is in the best possible hands.

This manual has been prepared to provide you with answers to questions regarding the EAP enrollment process, academic standards required to retain your enrollment and the steps necessary to transition from undergraduate school to one of LECOM's professional schools. We will adhere strictly to the standards and policies presented in this manual. Please make sure you read these policies and reference the manual when questions arise. If you are unsure, please contact the LECOM liaison at your institution for clarification.

We wish you well in your undergraduate studies and look forward to your LECOM matriculation and graduation.

# LECOM

## *Early Acceptance Program Policies for Students*

### Program Description

LECOM has established an Early Acceptance Program (EAP) to offer students interested in attending LECOM for a professional degree in Medicine (D.O.), Pharmacy (Pharm. D.) or Dentistry (D.M.D.) an opportunity to procure a conditionally reserved seat by attending an undergraduate institution affiliated with LECOM.

### Phases

Phase I – Phase I is defined as the years of undergraduate education.

Phase II – Phase II consists of the education while at LECOM and its clinical training sites.

### Tracks

The **“4+4” track** is the recommended track for most students. Students in this Track will have their bachelor’s degree upon LECOM matriculation. It is comprised of two phases. Phase I consists of four years of undergraduate education including at least 120 credit hours, with 60 credit hours or more earned as a full-time student at an Affiliated Institution. Students graduating in less than four years would be included in this Track.

**The “3+4” track** is limited to applicants meeting the criteria listed in Admissions Criteria to Phase I of the LECOM EAP Student Policy Manual (LESPM). It is utilized by the highly motivated student who wishes to enter medical school or pharmacy school before receiving an undergraduate degree. It is comprised of two phases. Phase I consists of three years of undergraduate education, including at least 90 credit hours, with at least 60 credit hours or more earned as a full-time student at an Affiliated Institution. Students in this Track will use LECOM credits to complete their bachelor’s degree if the undergraduate school permits.

**The “2+” track** is available to the exceptional student who has the maturity and intellectual capability to enter Pharmacy School after completing only two years (Phase I) of undergraduate education at an Affiliated Institution.

## Admission to the Affiliated Program

### Eligibility for Admission to Phase I.

All applicants who are U.S. citizens or lawful permanent residents and have not earned a four-year undergraduate degree are eligible to apply to the medical or dental EAP. A copy of both sides of the green card will be required for permanent residents.

The school of Pharmacy does accept international applicants with an F-1 Visa

The applicant must be able to be enrolled in the EAP at an Affiliated Institution for the two consecutive years immediately prior to LECOM matriculation and take a minimum of 60 credit hours at the Affiliated Institution.

The applicant must be a rising high school senior, a high school senior, a high school graduate or a college student. No applicant to the EAP may have more than 65 earned undergraduate credit hours.

Only one application to the EAP is permitted. Any applicant that did not complete the application process within one application cycle or was rejected for any reason may not re-apply.

### Admissions Criteria to Phase I

The following criteria are the minimum criteria accepted by LECOM for enrollment in the EAP. However, the Affiliated Institution's criteria may differ and would apply to qualify for a provisional letter of acceptance. **You should check with your preferred college/university regarding their policies for enrollment.**

#### **SAT and/or ACT**

- An official SAT and/or ACT score is required to participate in the EAP. See Student Responsibilities section regarding submission of the official score.
- The SAT and/or ACT score must be from a single exam; i.e., we do not super score.
- SAT or ACT scores earned after a high school diploma has been received, will not be accepted.
  - The provisional letter of acceptance will not be issued until an official SAT/ACT score is received.
  - A student may not *re-take* the exam after matriculation to the college.

## High School Applicants

### 4+ Track (Medicine and Dental)

SAT Composite Score ..... ≥1240; or  
ACT Composite Score ..... ≥ 26; and  
High School Un-Weighted GPA ..... ≥3.5;

### 3+ Track (Medicine only)

SAT Composite Score ..... ≥1340; or  
ACT Composite Score ..... ≥ 28; and  
High School Un-Weighted GPA ..... ≥ 3.7

### Pharmacy only

SAT Composite Score ..... ≥1100; or  
ACT Composite Score ..... ≥ 21; and  
High School Un-Weighted GPA ..... ≥ 3.5

The following formula is used to convert a percentage grade to a GPA:

$$GPA = ((\% \text{ Grade})/20) - 1$$

## College Students

Students currently attending an Affiliated Institution are eligible for enrollment in the EAP, if

- they have not accumulated more than 65 Post-Secondary credit hours
- they meet the ACT/SAT requirements shown for High School Students.
- they meet the high school GPA requirements; or,
  - they have completed at least 30 credit hours as a full time student;
  - they have a Post-Secondary cumulative overall GPA of 3.4 or higher; and
  - they have a Post-Secondary cumulative science GPA of 3.2 or higher

## Transfer Students

All transfer students must meet the eligibility requirements stated in the “Eligibility for Admission to Phase I” section of this manual.

Transfers to the 3+4 Track or 2+ Pharmacy Track are not permitted.

All transfer students interested in the EAP must be accepted for participation in the EAP by both LECOM and the Affiliated Institution.

Students transferring from an institution that has a LECOM EAP affiliation to a different affiliated institution must be approved by the affiliated school to which they are transferring.

Another LECOM interview is not required; however, LECOM must approve the transfer.

## Transfer Credits

LECOM prefers that all LECOM required courses be taken at the Affiliated Institution but will accept transfer credits for courses with a grade of “C” or better that are accepted by the Affiliated Institution.

The number of transfer credits from a Post-Secondary Institution not affiliated with LECOM may not exceed 65 credit hours.

## Information Session

Student must attend an information session held through a ZOOM format conducted by a LECOM representative. Once a student is approved to participate in a session, LECOM will send an email that allows the student to select from available information session dates. LECOM will send a registration link to attend the session.

## Interviews

Interviews are conducted through a video recording format by using VidCruiter Inc. Once the information session is complete, LECOM will import the name and email of those who attended the information session. The student will receive an invitation from VidCruiter to sign in and record their video interview. No additional interview will be required prior to entering Phase II.

## Enrollment

An applicant is officially enrolled as of the date shown on the provisional letter of acceptance.

A student must be enrolled in the EAP for at least the two consecutive years immediately preceding matriculation at LECOM.

- An exception to this policy is made for a student interested in the Pharmacy “2+3 (4)” track. The student must be enrolled in the EAP prior to starting the second semester of their first year of study at the Affiliated Institution and must be enrolled at the Affiliated Institution as a full-time student for at least the two consecutive years immediately preceding matriculation at LECOM.
- An applicant to the EAP must provide LECOM with a signed record release form\* granting permission to correspond with the Affiliated Institution regarding academic performance and non-academic activities pertaining to continued participation in the LECOM EAP.
  - \* COVID-19 exception- an applicant may agree to permitting LECOM to correspond with the Affiliated Institution regarding academic performance and non-academic activities pertaining to continued participation in the LECOM EAP by answering “yes” to the question while registering for the pre-interview presentation.
- A student interested in the “3+4” track should be enrolled in the program with at least 60 credit hours remaining to be taken as a full-time student at the Affiliated Institution.



- A student interested in the “4+4” track must be enrolled in the EAP with at least 60 credit hours remaining to be taken as a full-time student at the Affiliated Institution.
- The Affiliated Institution and LECOM reserve the right to limit the number of students enrolled in this EAP.
- The Affiliated Institution retains the right to dismiss students from the EAP for academic or disciplinary reasons, in accordance with an Affiliated Institution’s guidelines.

## **Provisional Acceptance**

By agreeing to receive the Provisional Letter of Acceptance, the student agrees to not enroll in another medical, dental or pharmacy school’s Early Acceptance Program, Early Assurance Program or apply to another medical, dental or pharmacy school while still enrolled in the LECOM EAP. LECOM will not ask any student to provide information regarding their outside application nor does any member of LECOM have access to any information regarding outside applications. This EAP agreement is a professional agreement and not a legal binding contract between LECOM and the student.

## **Applicants who are enrolled in High School at time of EAP Interview**

LECOM will notify all interviewees, via email, with the results of the EAP interview, typically, within 30 business days of the interview.

The applicant must submit their college email address to confirm enrollment to the affiliated college. The latest an applicant not enrolled in an affiliated college can confirm this information and remain eligible for a provisional letter is November 1 of the first semester after their affiliated college matriculation as a full-time student at the Affiliated Institution. Once LECOM receives the school email address, LECOM will contact the Affiliated Institution’s LECOM liaison for final approval.

## **Applicants currently enrolled at an Affiliated Institution**

LECOM will notify all interviewees via email with the results of the EAP interview, typically, within 30 business days of the interview.

The applicant must submit their college email address to LECOM through the LECOM portal, even if their school email address was used to submit the EAP application. LECOM will contact the LECOM liaison at the Affiliated Institution for approval.

## **Withdrawal from the EAP by the Student**

A student that has received a Provisional Letter of Acceptance who wishes to enroll in another medical, dental or pharmacy school's Early acceptance program, Early Assurance program or apply to another medical, dental or pharmacy school may withdraw from the EAP at any time by notifying LECOM in writing via email or letter.

A student who was withdrawn agrees to forfeit all benefits granted by the EAP.

Once the student has withdrawn, they may not be re-instated in the EAP; however, they may apply as a standard applicant.

Any matriculation deposit paid to LECOM will not be refunded.

## **Withdrawal of Provisional Acceptance by LECOM**

LECOM may withdraw the provisional letter of acceptance or refuse admission, at LECOM's discretion.

Examples of reasons for withdrawing the provisional acceptance include but are not limited to:

- Applying to any other medical, dental or pharmacy school;
- Not having both a cumulative science GPA and cumulative overall GPA, at each review period, that meets or exceeds those listed in Addendum C;
- Not entering courses and associated grades by the designated deadline.
- Not meeting all LECOM matriculation requirements;
- Not attending the affiliate on-campus day;
- Being placed on conduct probation while in undergraduate school;
- Uncovering information related to criminal activity not previously disclosed but reported in the criminal background check;
- Concerns presented in the letters of recommendation; or
- Behaviors inconsistent with professional attitudes or those that might harm the reputation of LECOM or the profession.

## **Leave of Absence**

A LECOM medical or hardship leave of absence request form must be submitted by the student, signed by the LECOM liaison at the Affiliated Institution and submitted to LECOM within 30 days of commencing the leave of absence.

The leave of absence form must be requested from the LECOM EAP Admissions office.

Should the affiliated student take a documented medical leave of absence or hardship leave of absence, LECOM will recognize the leave of absence and extend the student's LECOM matriculation date by up to one year from the original year of matriculation shown on the LECOM Provisional Letter of Acceptance.

## **Enrolled Student Responsibilities**

### **Submit their official ACT/SAT scores**

An official copy of SAT scores and/or ACT scores showing all test dates on which an exam was taken must be submitted to LECOM's EAP Office of Admissions in Erie within 90 days of receipt of the provisional letter of acceptance.

The enrolled student must contact the appropriate testing service to request the score be sent to LECOM's EAP Office of Admissions in Erie.

LECOM SAT code: 7334  
LECOM ACT code: 9948

### **Submit Post-Secondary Grades**

The following information for all Post-Secondary courses taken by the enrolled student must be submitted to LECOM through the LECOM portal:

Name of the course (as found in the Post-Secondary school's catalog);

Course code (as found in the Post-Secondary school's catalog);

Number of credit hours;

Course letter grade; and

Course category e.g., Science, English or Math

The information provided must be shown on and match the official transcripts issued by any Post-Secondary institution that will be submitted with the final LECOM application.

Information for all Post-Secondary credits received from a Post-Secondary institution before enrolling in the EAP should be entered upon receipt of the provisional letter of acceptance.

LECOM will not accept credits for courses taken while studying outside of the United States unless the credits are issued by an Affiliated Institution.

Once enrolled, EAP enrolled students must provide LECOM with grade updates by February 1 and July 1 of each year they are enrolled before LECOM matriculation. Failure

to report grades on time may result in the withdrawal from the program and loss of the reserved seat.

### **Attend LECOM On-Campus Day**

The year prior to their LECOM matriculation, all EAP enrolled students must attend the affiliated student on-campus day\*. An affiliate student on-campus day will be held at the Erie campus and at the Bradenton campus. Students enrolled in the Dental EAP must attend the affiliated student on-campus day in Bradenton. All other enrolled students do not have to attend the on-campus day at the campus they wish to attend, but it is highly recommended. **Failure to attend the on-campus day event will result in the loss of the reserved seat.**

Typically, the on-campus day is held in August each year.

Travel arrangements and expenses are the responsibility of the student.

\*On Campus Days for students entering in 2022 and 2023 were held virtually.

### **Meet LECOM's Academic Requirements**

#### ***GPA***

LECOM will calculate and review the enrolled student's Cumulative Overall GPA and the Cumulative Science GPA in February and July of each year.

To maintain their enrollment status, the student's GPA must meet or exceed those shown at each step of the table shown in Addendum C.

All Post-Secondary courses, including repeated courses, and grades will be used to determine the cumulative overall GPA and cumulative science GPA.

The science GPA does not include Math but does include Biology, Chemistry and Physics along with other courses designated as science courses by AACOMAS, AADSAS or PharmCAS.

#### ***COURSE WORK***

EAP students must satisfy the minimum course requirements for acceptance as shown in Addendum A-1, A-2 or A-3 for the LECOM School of choice with the following conditions:

Major in one of the biological or physical sciences. Majors outside of these fields will need to be approved by LECOM and by the LECOM liaison at the Affiliated Institution.

The student must follow a schedule with a course load equal to or greater than the one specified for the undergraduate degree being pursued or one that is at least 15%

greater than the minimum requirement to be considered a full-time student (typically 15 credit hours or more).

The student must comply with all the undergraduate school's policies regarding withdrawal from a course and repeating a course; however, the withdrawal from a course cannot result in reducing the credit hours below the minimum number of credit hours required to be considered a full-time student.

All course work must be completed by July 1 of the year of LECOM matriculation.

Required courses taken at another regionally accredited college or university while attending the Affiliated Institution or while in high school will satisfy the requirements of LECOM required courses but cannot be used to reduce the per term course load specified in the undergraduate school catalog for the degree being pursued. Therefore, a substitute course applicable to the field of medical science or a course of similar academic rigor, if approved by the LECOM liaison at the Affiliated Institution, must be taken.

### ***ACCEPTABLE GRADES***

A final grade of "C" or better must be achieved in a LECOM required course. A "C-minus" or below, is not acceptable. A student would not be required to retake the course if the student meets the total credit requirement for a required subject with grades that meet or exceed a letter grade of "C" or better.

Any course for which a numerical or letter grade is offered may not be taken as Pass/Fail.

### **AP Credits**

The affiliated school may accept all Advanced Placement (AP) credits to fulfill their minimum degree requirements; however, a full course load must be maintained by the student. To maintain a full course load, a replacement course applicable to the field of medical science or a course of similar academic rigor must be taken at the undergraduate school.

The LECOM College of Medicine and the School of Dental Medicine will only accept AP credits for the required English and Behavioral Science courses provided the student scores a four (4) or five (5) on the AP exam. AP credits will NOT be accepted for any required science course.

The LECOM School of Pharmacy will accept AP credits for the required English and Behavioral Science courses provided the student scores a three (3) or higher on the AP exam.

The LECOM School of Pharmacy will accept AP credits for the required Math and Science courses provided the student scores a four (4) or five (5) on the AP exam. A replacement course applicable to the field of medical science or a course of similar academic rigor must be taken.

A copy of the official College Board document showing the AP score for which credit will be used must be submitted to LECOM's EAP Office of Admissions in Erie within 90 days of receipt of the provisional letter of acceptance.

### IB Credits

International Baccalaureate (IB) credits will be evaluated on a case-by-case basis. If accepted, they cannot be used to reduce the scheduled course load; therefore, a substitute course or courses applicable to the field of medicine or a course or courses of similar academic rigor, if approved by LECOM and the LECOM liaison must be taken.

### CLEP Credits

LECOM will not accept CLEP credits to fulfill the minimum requirements for LECOM required courses.

## **The Affiliated Institution/ LECOM Responsibility**

While the Affiliated Institution and LECOM will exercise reasonable care and diligence in the advisement of students concerning requirements for admission to Phase I or Phase II, failure of a student to comply with any of the requirements for admission to Phase I or Phase II shall not be deemed a breach of the Agreement by the Affiliated Institution or LECOM. The Affiliated Institution or LECOM shall have no liability because of a student's failure to comply with such requirements.

## **Matriculation Requirements**

Matriculation to LECOM is subject to the EAP student meeting the following minimum criteria:

Be enrolled in the EAP at Affiliated Institution for at least the two consecutive years immediately preceding LECOM matriculation;

Be a U.S. citizenship or permanent resident; The LECOM School of Pharmacy which will accept international students who have an F-1 VISA;

Display the scholarly and professional potential to be a physician, dentist or pharmacist and express a desire to enter one of these professions.

Shadowing a licensed professional in the profession of choice is highly recommended but not required.

## Academic Criteria

A student in the EAP must meet the academic criteria shown below for the school of choice;

### Medical and Dental

Cumulative Overall GPA .....  $\geq 3.4$  (**3.5 for the 3+ Track**) \*; and  
Science GPA .....  $\geq 3.2^*$ ;

### Pharmacy

Cumulative Overall GPA .....  $\geq 3.2$  \*; and  
Science GPA .....  $\geq 3.0^*$ ;

\*LECOM will use the information entered by the student as of February 1 of the year of matriculation to determine if the final GPA requirements are met. Failure to meet either the final overall GPA requirement or the final overall science GPA requirement as of February 1 of the year of matriculation will result in the withdrawal from the EAP and the loss of their reserved seat.

MCAT ..... not required

Students matriculating to the LECOM College of Medicine will be exempt from the MCAT exam requirement providing:

- They have taken at least one Biochemistry course and one Genetics course and have earned a grade of “C” or higher in each;
- The student has provided LECOM with official documentation of their SAT or ACT scores; and
- The student achieves the required AIS score (Addendum B). An AIS score of 115 or higher is required for the 4+4 Track and a score of 122 or higher is required for the 3+4 Track.

A MCAT total score of 500 or greater must be achieved by anyone taking the MCAT. If a student takes the MCAT, despite meeting the AIS requirement, they must also score a 500 or better.

A LECOM College of Medicine applicant not meeting any one of the following standards must take the MCAT and achieve a Total score of at least 500.

Academic Index Score .....  $\geq 115$   
SAT .....  $\geq 1240$ ; or  
ACT .....  $\geq 26$

PCAT ..... not required

DAT – Per the American Dental Education Association (ADEA) policy, the DAT may only be taken once every 90 days. The DAT should be taken prior to the starting the final undergraduate year to permit time to retake the exam, if necessary. The exam may not be taken more than three times. LECOM will not petition the DAT to permit the re-take of the exam sooner than the 90-day waiting period.

All the following criteria from a single exam must be met by December 1 of the year prior to LECOM matriculation:

Academic Average.....	≥ 18; and
Quantitative Reasoning.....	≥17; and
Reading Comprehension .....	≥17; and
Perceptual Ability .....	≥ 17; and
Survey of the Natural Sciences* .....	≥17
Biology.....	≥17
General Chemistry.....	≥17
Organic Chemistry.....	≥17

\*The applicant may request a review by the Dean, if a 16 is attained in Biology, Chemistry or Organic Chemistry and all other scores meet the minimum criteria.

The applicant may request, in writing, a deadline extension from the Dean, if final criteria are not met by the December 1 deadline but it may not exceed the February 11th ADEA deadline.

### Completed Credits

- Students in the “4+4” Track must satisfy the requirements for degree at the Affiliated Institution set forth in the most recent Affiliated Institution catalog.
- Students in a “3+4” Track must satisfy at least 75% of the degree requirements
- Students in the Pharmacy 2+ Track must complete at least the 54 credits described in Addendum A-3;

### Non-Academic Criteria

#### Undergraduate Disciplinary Actions

Professionalism, ethical behavior, and sound moral judgment are expected of students enrolled in the EAP and accepted as LECOM students. Therefore,

- Enrolled students must immediately report to the LECOM EAP Office of Admissions in Erie all official disciplinary actions and sanctions levied by the Affiliated Institution;



- Enrolled students must immediately report to the LECOM EAP Office of Admissions in Erie all illegal activities for which charges have been filed; and
- Prior to their LECOM matriculation, students with drug or alcohol related sanctions or charges must agree to be evaluated by the Physicians Health Program (PHP) in Pennsylvania, the Committee for Physicians Health (CPH) in New York or the Physicians Resource Network (PRN) in Florida and agree to follow their recommendations.

Dependent upon the severity and frequency of the sanctions or charges the enrolled student may be required to meet with LECOM to determine their continued participation in the EAP.

LECOM may withdraw the provisional acceptance or refuse admission for reasons other than not meeting the Phase II academic admissions criteria. LECOM will notify a provisionally accepted student by mail within 30 days of the determination to withdraw the provisional acceptance. LECOM shall document the basis for the withdrawal and such basis must be consistent with LECOM's enumerated admissions criteria.

Examples of reasons for withdrawing the provisional acceptance include but are not limited to:

- Being placed on conduct probation or sanctioned while in undergraduate school;
- Uncovering information related to criminal activity not previously disclosed but reported in the background check;
- Concerns presented in the letters of recommendation; and
- Behaviors inconsistent with professional attitudes or those that might harm the reputation of LECOM or the profession.

Students must have a background check performed as described by LECOM, including a drug and alcohol screening. LECOM has a contracted service that must be used for this purpose; access is available through the LECOM portal. This background check process is started after a student has responded to the official letter of acceptance from LECOM. Once the student commits to LECOM in the final year of undergrad and sends the required deposit, the matriculation packet will be emailed. This packet will contain the instructions on the background check and how to begin the process.

All students must meet and agree to LECOM's Health and Technical Standards as published in the LECOM Student Handbook for the LECOM school of choice (available on the LECOM website ([www.lecom.edu](http://www.lecom.edu))).

All students must agree to abide by all rules, regulations, and policies of LECOM as set forth in appropriate documents of the institution, while attending LECOM.

## **Change to LECOM matriculation Year**

A student in the EAP must matriculate at LECOM in the year stated in the provisional letter of acceptance.

## **GAP Policy**

A student may graduate early, but the gap between graduation from the Affiliated Institution and LECOM matriculation may not exceed seven months. The following requirements apply:

1. Must notify LECOM at least 12 months prior to their graduation that they will be taking a GAP period exceeding 90 days from the time they will be awarded a bachelor's degree and the start of the LECOM classes.
2. Must use their school email address for communication with LECOM until they receive their LECOM email address.
3. Must have letters of recommendation submitted before their undergraduate graduation.
4. Must finalize all grade and course entries on the LECOM portal within 30 days of undergraduate graduation.
5. Must submit to LECOM a monthly status report to the EAP office of Admissions at the Erie campus of activities occurring after undergraduate graduation that align with their future career; e.g., research, scribe, courses, volunteering, shadowing, work, etc.
6. Must attend the affiliate on-campus day.
7. Must participate in the Affiliate Enhancement (Boot Camp) Course.
8. Must meet all EAP and LECOM matriculation requirements and deadlines occurring after undergraduate graduation.

No GAP may exceed one academic year.

## **Deferrals**

Except for a previously approved leave of absence, LECOM does not defer matriculation.

## **Early Matriculation**

Earlier matriculation will only be considered if the request is submitted in writing by January 1, of the year one year prior to the new year of expected LECOM matriculation.

*Example: original matriculation year is 2025; new year of matriculation is 2024. Request must be received by January 1, 2023.*

Seats must be available in the revised year of matriculation

## **Student Inquiries**

While enrolled in Phase I of the Early Acceptance Program, student inquiries should be directed to the LECOM liaison at the Affiliated Institution. All student inquiries for information regarding Phase II application status should be directed to the LECOM EAP Admissions Office.

## **Changing Tracks**

Changing to a shorter track is not permitted.

To change Tracks, students must receive approval from LECOM and the LECOM liaison.

Students may request to switch from the “2+3(4)” Pharmacy Track to the “3+3(4)” Pharmacy Track but must obtain approval prior to their second year at the Affiliated Institution.

Students that enrolled in a “2+” or “3+” Track who do not meet the GPA or AIS requirements by February 1 of the year of LECOM matriculation may change to a longer track.

A change of track may only occur once.

## **Campus Choice**

LECOM has two campuses: the main campus in Erie, PA, which includes additional locations at LECOM at Seton Hill in Greensburg, PA and LECOM at Elmira in Elmira, NY. LECOM has a branch campus in Bradenton, FL. A student enrolled in the Medical or Pharmacy Early Acceptance Program may attend any campus that offers their professional degree.

A student matriculating into the College of Medicine will make the final campus designation and pathway choice when submitting the *LECOM on-line College of Medicine Application* which becomes available July 1 prior to the start of the final year of Phase I.

A student will have until November 1 of the same year to submit the application.

A student matriculating into the School of Pharmacy must complete the PharmCAS application for the either Erie campus, the Bradenton campus or for Distance Education. Multiple applications are not permitted.

## Application to LECOM – Medical School

The *LECOM on-line College of Medicine Application* must be submitted by November 1 of the year prior to LECOM matriculation. **An AACOMAS application must not be completed.**

LECOM may withdraw the reserved seat of anyone who has not met the application deadlines.

## Letters of Recommendation

Arrangements to provide letters of recommendation are the responsibility of the EAP enrolled student.

Acceptable letters of recommendation include:

One Affiliated Institution committee letter containing at least two different contributors.

A detailed evaluation and recommendation from the Representative and one from an Affiliated Institution's physical science professor.

Two Affiliated Institution physical science professors.

Letters from teaching or lab assistants are not permitted.

The student is responsible for meeting their respective undergrad institution's requirements for individual letters of recommendation and for letters from the college or university's pre-health admission committee.

Letters of recommendation for provisionally accepted students matriculating to the LECOM College of Medicine must be submitted no later than January 1 of the year of LECOM matriculation to the LECOM EAP Admissions office in Erie, PA.

## Learning Pathway Preference

Provisionally accepted medical students choosing to attend the Erie campus in Erie, PA must indicate on the *LECOM on-line College of Medicine Application* their preference for a learning pathway; Lecture Discussion (LDP), Problem Based Learning (PBL), Directed Study (DSP) or Primary Care Scholars (PCSP). Descriptions of each Pathway are given in Addendum D.

Only the Problem Based Learning Pathway is available at the Bradenton campus, LECOM at Seton Hill and LECOM at Elmira.

Enrolled students will be given the highest priority for their pathway selection. However, due to the small size of the non-traditional pathways in Erie; i.e., PBL, DSP and PCSP, enrollment by affiliates will be limited to 15% of the maximum size permitted by our accreditation agency; i.e., they will be limited to six (6) seats for PBL, five (5) seats for DSP and two (2) seats for the PCSP pathway.

If the request for Problem-Based Pathway (PBL), Directed Study (DSP) or Primary Care Scholars Pathway (PCSP) seats at the Erie Campus exceeds the allotment for the EAP program, priority will be based on the Academic Index Score (highest to lowest) calculated after grades are obtained for the spring term of the year prior to matriculation.

Students who meet (or do not meet) requirements for non-traditional pathways will be notified by email after the November 1 deadline has passed for the College Medicine EAP application.

LECOM reserves the right to reassign a student to a different location should all allocated seats at the selected location be filled. Priority to location will be based upon the date of final application submittal. That is, on a first come first served basis.

## **Application to LECOM – Pharmacy or Dental School**

The PharmCAS or AADSAS application and other required information must be directed to the campus of choice. The application process can be started in June of the year prior to matriculation but must be submitted by November 1 of the year prior to LECOM matriculation.

The web address for the appropriate application service is:

AADSAS – <https://aadsas.liasoncas.com/applicant-ux/#/login>

PharmCAS – <https://www.pharmcas.org/>

The LECOM Supplemental Application must be completed by January 1<sup>st</sup> of the year of LECOM matriculation.

LECOM may withdraw the reserved seat of anyone who has not met the application deadlines.

## **Letters of Recommendation**

Arrangements to provide letters of recommendation are the responsibility of the EAP enrolled student.

Acceptable letters of recommendation include:

One Affiliated Institution committee letter containing at least two different writers.

A detailed evaluation and recommendation from the Representative and one from an Affiliated Institution's physical science professor.

Two Affiliated Institution physical science professors.

Letters from teaching assistants are not permitted.

Letters of recommendation for provisionally accepted students matriculating to the LECOM Dental School must be uploaded to the American Dental Education Association Associated American Dental Schools Application Service (ADEA AADSAS) by January 1 of the year of LECOM matriculation.

Letters of recommendation for provisionally accepted students matriculating to the LECOM Pharmacy School must be submitted by January 1 of the year of LECOM matriculation to PharmCAS online via the "Letters by Liaison" Evaluator Portal. Paper and emailed evaluations are not accepted by PharmCAS.

## **Final Acceptance by LECOM**

Final acceptance of candidates to Phase II of the Early Acceptance Program will be determined by LECOM in accordance with the requirements stated in this document and in the affiliation agreement between LECOM and the Affiliated Institution.

Following receipt of the final application, the verification of the application entries, the confirmation that final criteria have been met or will be met by July 1 of the year of matriculation and all supporting documents, except final transcripts, have been received by LECOM, LECOM will mail the provisionally accepted student a Dean's contingency letter confirming final admission to the LECOM professional school of choice and listing items upon which final matriculation is contingent.

Admission to LECOM will be granted if Phase II admissions criteria are met and all other required documentation is received by LECOM's Admissions Office. LECOM will not consider incomplete applications.

## **LECOM Matriculation Agreement**

Provided they meet the criteria for Phase II by February 1 of the year of LECOM matriculation, LECOM will mail to all provisionally accepted students a matriculation agreement and a letter confirming final acceptance.

The LECOM matriculation agreement form must be signed and returned to LECOM's Office of Admissions prior to matriculation.

## **Final Transcripts**

Official transcripts showing final grades for all coursework taken from all Post-Secondary institutions attended by the matriculating student must be received by the LECOM office of Admissions no later than June 1 of the year of LECOM matriculation.

- Fees and other costs associated with providing transcripts to LECOM are the responsibility of the matriculating student.

## **Baccalaureate Degree**

To receive a baccalaureate degree from the Affiliated Institution, students enrolled in a “3+4” Track are responsible for requesting a LECOM transcript be sent to the Affiliated Institution following the completion of the first semester and/or second semester at LECOM. The student must check with the undergraduate school to make sure they will accept the credits from LECOM’s first year courses. This is particularly important for students matriculating to the Dental School, Pharmacy School and medical students matriculating at Bradenton, Seton Hill, Elmira, or the PBL pathway in Erie.

## Contact Information

### **LECOM EAP Office of Admissions**

1858 West Grandview Blvd.

Erie, PA 16509-1025

### **Erie Campus**

Mr. Dustin Cassell

[dcassell@lecom.edu](mailto:dcassell@lecom.edu)

Mr. Nathan Ditonto

[dtinto@lecom.edu](mailto:dtinto@lecom.edu)



## ADDENDUM A-1

### College of Medicine

#### **MINIMUM UNDERGRADUATE COURSES REQUIRED\***

- 6 Semester Credit Hours of English
- 6 Semester Credit Hours of Behavioral Science
- 4 Semester Credit Hours of Physics including a lab
- 8 Semester Credit Hours of Biology including two labs
- 8 Semester Credit Hours of General Chemistry including two labs
- 8 Semester Credit Hours of Organic Chemistry including two labs
- 3 Semester Credit Hours Biochemistry (*can be used in place of second Organic Chemistry course and lab*)
- 3 Semester Credit Hours of Genetics

\*CLEP may not be used to satisfy any of the minimum requirements.

\*No final grade lower than "C" will be accepted.

\*Credit for Pass/Fail courses will not be accepted

\* LECOM may accept AP credits for the English and Behavioral Science courses if the student scores a four (4) or five (5) on the AP exam. AP credits will not be accepted for the required science courses.

## ADDENDUM A-2

### School of Dental Medicine

#### MINIMUM UNDERGRADUATE COURSES REQUIRED\*

- 6 Semester Credit Hours of English; composition emphasizing technical language
- 8 Semester Credit Hours Biology including two labs
- 8 Semester Credit Hours General Chemistry including two labs
- 8 Semester Credit Hours Organic Chemistry including two labs
- 3 Semester Credit Hours Biochemistry

LECOM does not require but strongly recommends the following courses be taken prior to matriculation:

- 4 Semester Credit Hours Physiology
- 4 Semester Credit Hours Physics including lab
- 4 Semester Credit Hours of Anatomy including lab
- 4 Semester Credit Hours of Microbiology including lab
- 3 Semester Credit Hours of Cell Biology
- 3 Semester Credit Hours of Histology
- 3 Semester Credit Hours of Immunology
- 3 Semester Credit Hours of Genetics

\*No final grade lower than “C” will be accepted.

\*Credit for Pass/Fail courses will not be accepted

\*CLEP may not be used to satisfy any of the minimum requirements.

\* LECOM will only accept AP credits for the English and Behavioral Science courses if the student scores a four (4) or five (5) on the AP exam. LECOM will not accept AP credits for any required science course. When AP credits are accepted by LECOM, a replacement course applicable to the field of dental medicine or a course of similar academic rigor must be taken.

The School of Dentistry recommends applicants to spend 100 hours job shadowing in a clinical dental setting.

## ADDENDUM A-3

### School of Pharmacy

#### MINIMUM UNDERGRADUATE COURSES REQUIRED\*

- 6 Semester Credit Hours of English
- 3 Semester Credit Hours of Psychology or Sociology
- 3 Semester Credit Hours of Physics
- 8 Semester Credit Hours of Biology including two labs
- 8 Semester Credit Hours of General Chemistry including two labs
- 8 Semester Credit Hours of Organic Chemistry including two labs
- 3 Semester Credit Hours of Calculus
- 3 Semester Hours of Statistics
- 3 Semester Hours of Economics
- 9 Semester Hours of General Education Electives\*\*

TOTAL: 54 credit hours

\*CLEP credits may not be used to satisfy any of the minimum requirements.

\*No final grade lower than "C" will be accepted.

\*Credit for Pass/Fail courses will not be accepted.

\*LECOM may accept AP credits for a math or science course if the student scores a four (4) or five (5) on the AP exam.

\*LECOM will accept AP credits for the English and Behavioral Science courses if the student scores three (3) or higher on the AP exam.

When AP credits are accepted by LECOM, a replacement course applicable to the field of pharmacy or a course of similar academic rigor must be taken.

\*\* General Education Electives should be in subject areas other than the above prerequisites, such as humanities and social sciences.

## ADDENDUM B

### Academic Index Score (AIS) Table

To use the AIS table for to determine MCAT exemption status, locate the intersection of the SAT (Math + Verbal) score or ACT score with the cumulative undergraduate overall GPA.

A score of 122 or higher is required for the MCAT exemption by a student enrolled in the 3+4 Track, while a score of 115 or higher is required for the MCAT exemption by a student enrolled in the 4+4 Track.

A LECOM College of Medicine applicant not meeting any of the following standards must take the MCAT and achieve a total score of at least 500, even if their AIS meets the requirement.

SAT.....>1240; or  
 ACT.....>26

The following formula is used to convert a percentage grade to a GPA;

$$GPA = ((\% \text{ Grade})/20) - 1$$

		ACADEMIC INDEX SCORE					
		UNDERGRADUATE OVERALL GPA					
SAT	ACT	4.00-3.90	3.89-3.80	3.79-3.70	3.69-3.60	3.59-3.50	3.49-3.40
1560-1600	35	138	136	134	132	131	129
1520-1559	34	135	134	132	130	128	127
1485-1519	33	133	132	130	128	126	124
1450-1484	32	132	130	128	126	125	123
1415-1449	31	130	128	126	125	123	121
1390-1389	30	129	127	125	123	121	120
1350-1389	29	127	125	123	122	120	118
1310-1349	28	125	123	122	120	118	116
1280-1309	27	123	122	120	118	116	115
1240-1279	26	122	120	118	116	115	115
1200-1239	25	120	118	116	115	113	111

## ADDENDUM C

### Record Release Form

# RECORD RELEASE FORM

I, \_\_\_\_\_, recognize that I have a right under the Family Education Rights and Privacy Act of 1974 (“FERPA”) to keep my educational records and information private. As an enrolled student in the LECOM Early Acceptance Program, I hereby request, and voluntarily authorize, the Affiliated Institution to release any and all educational records to Lake Erie College of Osteopathic Medicine, including information regarding my academic performance and non-academic activities pertaining to my continued participation in the LECOM EAP as required by the affiliation agreement between LECOM and the Affiliated Institution. I understand I may revoke this consent upon providing written notice to the Affiliated Institution. I further understand that until this revocation is made, this consent shall remain in effect and my educational records will continue to be provided to LECOM.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ADDENDUM D

### Minimum Required GPA Schedule

<b>Medical and Dental</b>				
yrs to LECOM matricualtion	Schedule	Overall GPA	Science GPA	Written Action*
4	end of sem 1	<3.0	<3.0	warning
4	end of sem 2	<3.1	<3.0	dismissal if warned previously
4	end of sem 2	<3.1	<3.0	warning
3	end of sem 1	<3.2	<3.1	dismissal if warned previously
3	end of sem 1	<3.2	<3.1	warning if not previously warned
3	end of sem 2	<3.3	<3.1	dismissal if warned previously
3	end of sem 2	<3.3	<3.1	warning if not previously warned
2	end of sem 1	<3.3	<3.1	dismissal if warned previously
2	end of sem 1	<3.3	<3.1	warning if not previously warned
2	end of sem 2	<3.4	<3.2	dismissal if warned previously
2	end of sem 2	<3.4	<3.2	warning if not previously warned
1	end of sem 1	<3.4	<3.2	dismissal
<b>Pharmacy</b>				
yrs to LECOM matricualtion	Schedule	Overall GPA	Science GPA	Written Action*
4	end of sem 1	<2.8	<2.7	warning
4	end of sem 2	<2.9	<2.8	dismissal if warned previously
4	end of sem 2	<2.9	<2.8	warning if not previously warned
3	end of sem 1	<3.0	<2.9	dismissal if warned previously
3	end of sem 1	<3.0	<2.9	warning if not previously warned
3	end of sem 2	<3.0	<2.9	dismissal if warned previously
3	end of sem 2	<3.0	<2.9	warning if not previously warned
2	end of sem 1	<3.1	<3.0	dismissal if warned previously
2	end of sem 1	<3.1	<3.0	warning if not previously warned
2	end of sem 2	<3.2	<3.0	dismissal if warned previously
2	end of sem 2	<3.2	<3.0	warning if not previously warned
1	end of sem 1	<3.2	<3.0	dismissal
*Only one warning throughout the enrollment is permitted				

## **ADDENDUM E**

### **Medical College Pathway Descriptions**

LECOM has designed a student-centered curriculum recognizing different learning styles: traditional Lecture Discussion Pathway (LDP); small-group, Problem-Based Learning Pathway; or the Self Directed-Study Pathway (DSP, formerly Independent Study). The Erie Pennsylvania campus offers five learning pathways, while the Greensburg, Elmira and Bradenton sites enroll students only in PBL. LECOM Erie also offers the Primary Care Scholars Pathway (PCSP) designed to attract more students to primary care, general internal medicine, and family medicine by condensing four years of medical education into three years.

#### **Lecture Discussion Pathway (LDP)**

Lecture presentations and laboratories are at the heart of the Lecture/Discussion Pathway (LDP). Students usually spend the morning in lecture sessions and the afternoon in a combination of lectures, laboratories, tutorials, small group discussions and independent study sessions.

LDP is ideal for students who:

- Learn well from a combination of presentations and readings; and
- Are more comfortable in a teacher-directed environment.

#### **Problem Based Learning (PBL)**

In the Problem-Based Learning (PBL) Pathway, studies are based around patient cases that provide the context for acquiring the knowledge and understanding of basic medical science. During each case, learning issues — topics the students should study in greater depth in order to understand the case and the underlying medical science — are identified. Between meetings students work independently, or in small, informal groups, on these learning issues, which later form the basis for their examinations. Learning issues are selected in the form of chapters or sections of required texts for the pathway so that the material to be studied for each examination is unambiguously defined. Thus, in Problem-Based Learning, each basic medical science subject is studied, not in isolation, but integrated with other subjects in the context of the case.

PBL is ideal for students who:

- Are independent learners; and
- Have well-developed organizational and time-management skills

## **ADDENDUM E (continued)**

### **Directed Study Pathway (DSP)**

The DSP stresses student self-motivation and self-learning. After attending classes in anatomical sciences in the first semester, students begin the transition to studying in small groups, in an independent but closely directed manner. This study is directed by highly structured learning objectives compiled by the faculty and incorporated into self-directed learning modules. With the absence of lectures, textbooks and other appropriate resources serve as the basis for learning. It must be stressed that DSP is not a “correspondence course” of study and requires significant on-campus presence throughout the two years. All modules require attendance, including those with a laboratory portion. After initially attending classes five days per week, students are typically on-campus from two to five days each week throughout the remainder of their two years in the curriculum. While students utilize their time as they see appropriate, the pathway is closely directed by the faculty. Students meet with the faculty on a weekly basis.

DSP is ideal for students who:

- Have well-developed organizational and time-management skills; and
- Live within 30 miles of the Erie campus

### **Primary Care Scholars Directed Study Pathway (DSP)**

LECOM Primary Care Scholars will graduate in three years from the Erie, PA campus with a Doctor of Osteopathic Medicine degree that is equivalent to a four-year academic program. PCSP students must make a commitment to complete a residency in family medicine or general internal medicine.

LECOM uses its experience with innovative teaching pathways to ensure that Primary Care Scholars receive the equivalent of four years of academic and clinical education to prepare for post-graduate training. Following unique courses and DSP learning modules, students complete the first two years of preclinical education in less than 20 months. They begin clinical training in March of the second year.

PCSP is ideal for students who:

- Have well-developed organizational and time-management skills; and
- Have pre-determined that they want to practice in family or general internal medicine.



## ADDENDUM F

### The LECOM School of Pharmacy Learning Pathways

**An accelerated three-year pathway at the Erie, PA campus;**

**A traditional four-year pathway at the Bradenton, FL campus; and**

**A four-year Distance Education Learning Pathway (DE)**

Applicants to this pathway must include a statement in their supplemental application providing a reason for selecting this pathway instead of the three year or traditional four-year pathway.

All the terms, conditions and requirements applicable to the four-year pathway at the Bradenton, FL campus and set forth herein are, unless expressly stated to the contrary, also applicable to the DLP, all of which are in addition to and supplemental of the terms, conditions and requirements specific to the DLP.

#### Synchronous Learning Sessions

Students in this pathway will be required to attend regularly scheduled classes, i.e., Synchronous Learning Sessions, via their home computer. Class schedules will be published prior to the start of each semester;

Synchronous Learning Sessions will be conducted three days a week for 2-4 hours per day, typically, between 11:00 A.M. and 5:00 P.M. in the Eastern Time Zone. Attendance is mandatory; and

Students will also have asynchronous learning assignments, i.e., assignments that must be completed on their own time schedule

#### Exams

Exams will be administered through examity® ([www.examity.com](http://www.examity.com)) making it possible to take the exams at home;

Exams will be given once per week (typically on Monday); however, finals week may have daily exams. An exam schedule will be posted prior to the start of each semester; and

A fee of \$1,000.00 will be assessed to cover the cost of using the testing service.

## ADDENDUM F (Continued)

### On-Site Learning Activities

Per the general schedule below, all students will be required to attend on-site learning activities in Bradenton, FL or in Erie, PA. The student will be responsible for travel, lodging and meals.

<b>Activity</b>	<b>When</b>	<b>Length</b>
Learning sessions	June year 1	2 weeks
Learning sessions	June year 2	1 to 2 weeks
Graduation	May/June year 4	2 weeks

### Experiential Rotations

Per the general schedule below, all students must participate in 44 weeks of experiential (clinical) rotations.

Rotation sites will depend upon availability.

<b>Activity</b>	<b>When</b>	<b>Number</b>
4-week rotation	Summer after year 1	Two
6-week rotation	Year 4	Six