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## Instructions for completing Colleges and Coursework

**You are strongly encouraged to print this and refer to it while completing this section of your AACOMAS application.**

List all colleges and universities attended or currently attending, whether for degree programs or for coursework not leading to a degree. Include foreign colleges unless the foreign college was attended as part of a study away program and course work appears on the transcript of the sponsoring U.S. college or university. Failure to list all colleges and universities may delay processing of your application and may be considered a violation of your application certification agreement.

### Entering Colleges

Click on the Add College or University link and a new screen will open. Enter a distinctive part of the college or university name and a list of matching institutions will appear. Select the correct institution and click the Confirm button. If there is not a match, click on School Not Found link and enter the Name of the College or University you attended. Enter the Campus City of the institution.

Enter attendance dates and degree information.

Click Save at the bottom right corner of the screen.

Continue to enter additional colleges and universities attended.

Asterisks (\*) on the list of colleges and universities are for internal AACOMAS use.

### Requesting Transcripts

From the main Colleges and Coursework screen, click on Transcript Request Form to generate a form that you may send to colleges to request transcripts be sent to AACOMAS. A box will open for you to indicate identifying information. Complete the box and click Make Transcript Request. Then print or save the PDF, sign, date and mail to the registrar of the college to have a transcript sent directly to AACOMAS. AACOMAS will not accept transcripts that are sent by the student and a transcript from each institution that you have attended is required.

### Entering Coursework

Enter all course work - click on Add/Edit Courses.

The Term Year drop down menu will allow you to create or add a term within the time frame of your attendance at the college. When ready to add a new term, select Add term and a box will open to create a new term of attendance. Select the calendar year in which the course was

taken, the corresponding term, term type, course level, and whether the term is completed or in progress.

### **Course level -- Professional Courses**

Professional courses include those taken at a professional school leading toward a certificate or license, or if you have taken course work at an institution which is not regionally accredited. Course work from a regionally accredited institution leading toward an associate, bachelor, master or Ph.D. degree should NOT be listed as professional. If you were enrolled in a professional degree program and were granted an accredited bachelor's degree after part of the program was completed, list courses taken directly toward the bachelor's degree as undergraduate. For example, if you were enrolled in a D.C. program and were granted an accredited bachelor's degree after the second academic year, separate the course work. Courses taken directly toward the bachelor's degree should be listed as undergraduate and will be included in your GPA calculations; the remaining courses taken toward the D.C. degree should be listed as professional and will not be included in your GPA.

Exception: If you earned a doctorate degree in Pharmacy but not a baccalaureate degree, do not list this course work taken toward your Pharmacy degree as professional. If you earned/will earn both a baccalaureate and doctoral degree in Pharmacy, list the baccalaureate courses as undergraduate and list doctoral courses as professional.

Professional school course work listed will be verified against official transcripts, but this course work is not included on the Applicant Profile, and will not be included in your GPA calculations.

**Planned/ In progress:** You may designate a term as Planned/In Progress and enter courses which you are presently taking or courses you plan to take before osteopathic medical school matriculation. Credit hours expected may be entered under Semester Hours. It is important to list all courses that you are presently taking or plan to take and not just those courses that have been completed.

### **Entering Courses**

Enter all information for each course taken and as each course is entered, click on the Add button. The course will be saved and a new line will be added to enter another course.

If you need to edit an entire term to change the year, term, term type, course level or term information status, select Edit Term from the Term Year drop down menu and make the necessary changes.

Note: This action will change all of the courses you entered for the selected Term. If you only need to move a course from one term to another, click Edit for the specific course.

When you have completed entering all course work for a college, click on Return to college list.

## Definitions for completing Colleges and Coursework

### Academic status

Freshman	Approximately 0 - 32 semester hours completed
Sophomore	Approximately 31 - 64 semester hours completed
Junior	Approximately 61 - 96 semester hours completed
Senior	Approximately 91 - completion of undergraduate degree
Post Baccalaureate	Courses taken after completion of the Bachelor's degree including those for a subsequent Bachelor's degree, but not while enrolled in a graduate degree program
Graduate	Courses taken while enrolled in a graduate degree program

**Classification - Select one of the following classifications for any course for which they are applicable.**

*Advanced Placement:* Advanced credit granted by examination, including the College Level Equivalency Program (CLEP). The subjects and credit hours you received for these courses must appear on your official transcript. If these do not appear on the transcript, an official letter from the registrar is required. Advanced credit appearing on the transcript without subject or course names will be classified as non-science unless official documentation is received. If a letter grade is shown on the official transcript, the letter grade should be listed in the AACOMAS Grade column and included in your GPA calculations. If a grade is not shown on the official transcript or the course is indicated as being passed, then enter the semester hours and, under AACOMAS grade, select "Advanced Placement". If the AP credit was a special category, indicate.

*Audit:* Select 'Audit' in the Type column as well as in the AACOMAS Grade column.

*Exempted:* any course shown on your official transcript as being waived or exempted from taking.

*Deferred:* courses that extend beyond one semester or term for which a grade is given upon completion. For example, master's thesis or research courses.

*Honors:* any course taken in an honors program.

*Incomplete:* any course appearing on the transcript with a grade of Incomplete. A grade of absent is considered an Incomplete.

*Pass/Fail:* courses in which you were graded on a Pass/Fail system, including Credit/No Credit, Satisfactory/Unsatisfactory, and High Pass/Pass/Fail, grading systems. The grade of "P" should be listed for Pass and "N" for Non-pass or Fail in the AACOMAS grade column. However, if the grade of FAIL is either included in the GPA calculations or considered to be equivalent to the

letter grade of Fail at your institution, the letter grade of "F" should be listed in the AACOMAS Grade column and included in your GPA calculations.

*Repeat:* Courses repeated for academic improvement or grade change must be listed each time taken. Courses repeated for additional credit, but not for a better grade, such as physical education or chorus, are not considered a repeat. Applicants should list the original class as a repeat i.e. "Repeat" and then list the final time it is taken as "Last Repeat". All repeated courses should be coded in sequence. Please see the examples below:

**Repeat Example 1**

Fall Semester 1999 ENGL 1113 English Composition I: Code as "Repeat 01"

Spring Semester 2001 ENGL 1113 English Composition I: Code as "Last Repeat 01"

**Repeat Example 2**

Fall Semester 2000 CHEM 3153 Organic Chemistry I: Code as "Repeat 02"

Fall Semester 2001 CHEM 3153 Organic Chemistry I: Code as "Last Repeat 02"

Please contact the AACOMAS office (aacomas@aacom.org) if you have any questions about repeated courses.

*Repeat/To Be Completed:* If you are repeating a course but have not yet completed it, code RNY in the type column.

*Withdrawn:* Courses that are dropped without penalty (including Pass/Fail courses).

*Withdraw/Fail:* if the grade of "WF" is granted and is included in the GPA at your institution, the letter grade of "F" will be listed in the AACOMAS Grade column and included in your GPA calculations.

**Subject:** Enter one subject for each course. Following are subject codes of specific courses:

**Behavioral Science**

Anthropology

Community Health

Criminal Justice

Educational Psychology

Ethnic Studies

Human Sexuality

Marriage/Family

Personal Health

Physiological Ethics

Psychology

Social Science

Social Work/Sociology

**Bio/Zoology**

Animal Science

Anatomy  
Bacteriology  
Biology  
Botany  
Cellular & Molecular Biology  
Cellular Physiology  
Ecology  
Evolution  
Genetics  
Hematology  
Histology  
Immunology  
Microbiology  
Micro-Organisms  
Natural Science  
Neurology  
Oceanography  
Parasitology  
Pathology  
Physiology  
Virology  
Zoology

**Biochemistry**  
Biochemistry  
Physiological Chemistry

**English**  
Bible Literature  
Composition  
English  
Journalism  
Literature  
Poetry  
Reading Skills  
Rhetoric  
Theater Literature

**Inorganic Chemistry**  
Chemistry, General  
Medical Chemistry  
Pharmaceutical Chemistry  
Physical Chemistry  
Qualitative Analysis  
Quantitative Analysis

Readings in Chemistry  
Research in Chemistry  
Special Topics in Chemistry  
Structures & Bonds

**Math**

Behavioral Statistics  
Biostatistics  
Chemical Math  
Computer Science  
Mathematics

**Organic Chemistry**

Bio-Organic Chemistry  
Organic Chemistry  
Readings in Organic Chemistry  
Special Topics in Organic Chemistry

**Other Non-Science**

Acting  
Agriculture  
Archeology  
Art  
Bioethics  
Business  
Communications  
Cultural Geography  
Economics  
Education  
Emergency Med-Tech  
Ethics  
First Aid  
Foreign Language  
Forestry  
Geography  
Government  
Health/Personal Hygiene  
History  
Humanities  
Law  
Logic  
Medical Terminology  
Military Science  
Music  
Nursing

Occupational Therapy  
Philosophy  
Physical Education  
Physical Therapy  
Political Science  
Public Health  
Public Speaking  
Religion  
Respiratory Therapy  
Social Ethics  
Speech  
Speech Pathology  
Teaching Science  
Theater  
Theology  
Word Processing

**Other Science**

Agricultural Science  
Astronomy  
Chiropractic  
Electronics  
Engineering  
Epidemiology  
Geology  
Kinesiology  
Medical Technology  
Meteorology  
Nutrition  
Pharmacy  
Physical Anthropology  
Physical Geography  
Physical Science  
Physician Assistant  
Radiology

**Physics**

Electricity & Light  
Magnetism  
Mechanical Heat  
Physics  
Thermodynamics

*For courses that are not listed, use your judgment - AACOMAS may determine the subject on review.*

**English Requirement:** If you fulfilled your undergraduate institution's English requirement with a course(s) outside of the English Department, list the appropriate course(s), up to six semester hours, as English. Make a notation that this course(s) was approved as fulfilling your English requirement by your institution at the end of the Personal Statement. Contact the AACOMAS office with any questions or irregularities.

**Semester Hours:** Enter the number of semester hours for each course, including failures. All entries must be made in semester hours. If your institution uses a quarter hour system, refer to the following conversion table:

Quarter Hours Semester Hours

1	0.7
2	1.3
3	2.0
4	2.7
5	3.3
6	4.0
7	4.7
8	5.3
9	6.0
10	6.7

Some institutions grant credits as course units. Please convert these course units into semester hours as defined by your institution.

## Entering Grades

**Grade:** Record the grade as it actually appears on your official transcript. This can be a numeric grade or a letter grade, with or without a plus or minus sign.

If narrative evaluations are used in your system in lieu of grades, list "Pass" if pass credit was awarded. Copies of narrative evaluations will be forwarded to your designated colleges.

**AACOMAS Grade:** The AACOMAS grading system standardizes the way grades will be reported to your designated medical schools. AACOMAS grades include: A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. The AACOMAS Grade is assigned a numeric value to calculate your grade point average. These values are:

A	4
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3

C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

As you enter Grades, the AACOMAS system will attempt to convert and create an AACOMAS Grade. If an AACOMAS Grade is automatically created you should generally accept the conversion

If your institution uses this grading scale, choose the appropriate grade from the Letter Grade Format. If the "+" grade has a value of "0.5" at your institution, you need to reflect the "0.5" numeric value for "+" grades only in the AACOMAS Grade column. Enter the numeric grade for plus grades (e.g. 3.5, 2.5, or 1.5). Enter letter grades for all other grades.

If your institution lists numeric grades 0.0 to 4.0 instead of letter grades, enter the numeric grade listed on your transcript in the AACOMAS grade field as well as the actual grade field.

All Pass/Fail courses should have the Semester Hours and AACOMAS Grade columns completed. Use Pass and Non-pass in the AACOMAS Grade column. If, at your institution, the Fail grade is equivalent to the letter grade for failure, then list "F" in the AACOMAS Grade column. If credit hours are awarded for AP or CLEP credits but no grade is awarded, use "Advanced Placement" for the AACOMAS Grade.

### **GPA and Credit Hour Computations**

AACOMAS will calculate your GPA and credit hours according to the following rules - GPAs and credit hours will be calculated for Science, Non-Science and All course work. Science GPAs include Biology/Zoology, Biochemistry, Inorganic Chemistry, Organic Chemistry, Other Science, and Physics. Non-science GPAs include Behavioral Science, English, Math, and Other Non-science.

Courses with AACOMAS grades of Pass, Non-pass, and Advanced Placement are not included in GPA calculations. Only the last instance of a repeated course is included in GPA calculation.

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