College of Medicine and Life Name of Policy: Sciences: Submission of Official Transcripts for Matriculation into the M.D. Program Policy Number: 3364-81-04-026-00 Revision date: June 8, 2022 Original effective date: Approving Officer: Dean, College of Medicine and Life 08/16/10 Sciences Responsible Agent: Senior Associate Dean for Student Affairs and Admissions, M.D. Program Scope: College of Medicine and Life Sciences M.D. Program New policy proposal Minor/technical revision of existing policy Major revision of existing policy  $\boxtimes$ Reaffirmation of existing policy

# (A) Policy statement

The Office of Admissions for the M.D. Program in the College of Medicine and Life Sciences requires final official transcripts from all undergraduate, graduate, and professional schools attended by accepted applicants to the College of Medicine. If applicable, these transcripts must show the degree posted. Accepted applicants are sent a letter requiring their signature that recognizes the obligation to fulfill this pre-matriculation requirement in order to matriculate and register for classes.

### (B) Purpose of policy

The purpose of this policy is to ensure that all matriculants to the M.D. program have obtained at least a baccalaureate level degree. In addition, these records are necessary for compliance with the enrollment reporting requirements of the Ohio Board of Regents.

#### (C) Scope

This policy applies to medical students matriculating into the M.D. program in the College of Medicine and Life Sciences.

# (D) Procedure

Accepted students in the College of Medicine M.D. Program will not be allowed to matriculate or register until this requirement is met. Official transcripts must be received by the University of Toledo College of Medicine and Life Sciences Student Service Center by August 1 or within 60 days of acceptance (whichever is later). The offer of acceptance will be rescinded if all required transcripts are not received within the timeframe listed above.

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Christopher J. Cooper, M.D.

Executive Vice President for Clinical Affairs and Dean for the College of Medicine and Life

Sciences

June 17, 2022

Date

Review/Revision Completed by: Senior Associate Dean for Student Affairs and Admissions **Policies Superseded by This Policy:** None

Initial effective date: 05/02/07

### **Review/Revision Date:**

- 05/02/07
- 08/16/10
- 09/25/12
- 07/08/16
- 9/30/19
- 6/8/22

Next review date: June 8, 2025 (three years from most recent revision/review date)