



## AACPMAS Traffic Rules

The Traffic Rules are the American Association of Colleges of Podiatric Medicine (AACPM) policy statements that have been approved by the AACPM Board of Directors and represent the rules under which the podiatric medical schools and colleges have agreed to operate (except where prohibited by state law).

These rules are being distributed for the information of prospective DPM students, their advisors, and personnel at the podiatric medical schools and colleges to which they have applied.

### **I. AACPM is responsible for:**

1. Providing fair and equitable treatment throughout the application process.
2. Collecting application materials submitted by applicants. AACPM is further responsible for verifying all academic transcripts and degrees and disseminating completed application files to all programs designated by applicants in a timely and efficient manner. An initial American Association of Colleges of Podiatric Medicine Application Service (AACPMAS) application is an application e-submitted by a program's deadline and all fees paid. A completed AACPMAS application is defined as including an application e-submitted by a program's deadline, all fees paid, and receipt of transcripts for all schools and colleges reported as attended.
3. Ensuring applicant confidentiality and data integrity by maintaining a reliable and secure Internet service and program of quality assurance.
4. Reporting year-end data to each participating school or college. AACPM reserves the right to publish and widely distribute information on podiatric medical school applicants in the form of aggregate statistics, such as the tables found in the *College Information Book* and other AACPM publications.
5. Supporting the Applicant Portal (Web application), Admission Portal for participating programs and Advisor Portal for health professions advisors via the Web.
6. AACPM does not sell or otherwise release addresses, emails, phone numbers or other contact information about applicants to commercial vendors or researchers who are outside AACPM or our member institutions.

### **II. Responsibilities of Schools and Colleges of Podiatric Medicine**

The American Association of Colleges of Podiatric Medicine (AACPM) encourages each of its member schools and colleges to conduct an application process that is inclusive and professional. The purpose of these traffic rules is to allow prospective students to explore their options within the podiatric medical community, and to give the schools and colleges of podiatric medicine the ability to process, select and matriculate applicants in a fair and timely manner.

The AACPM requires that:

1. Each school or college of podiatric medicine publish annually, amend publicly, and adhere to its application, acceptance, and admission procedures.

2. Each school or college of podiatric medicine utilize the application service and abide by all conditions of its participation agreement with that application service.
3. Schools and colleges of podiatric medicine make all admissions decisions based on verified application information provided through AACPMAS. A verified application is defined as a completed AACPMAS application with verified grades.
4. No school or college of podiatric medicine will invite an applicant to interview until a verified AACPMAS application is available. A verified application is defined as a completed AACPMAS application with verified grades. Should official transcripts not be received by the closing of the applicant portal for the current cycle, schools or colleges may choose to accept official transcripts directly. The institution will be responsible for communicating verified information back to AACPMAS to ensure accurate final applicant and matriculant pool data reporting.
5. Schools and colleges of podiatric medicine will not extend any type of offer of admission, including provisional or conditional admission, prior to the completion of an applicant interview. Any offer of conditional acceptance must clearly state the conditions to be met in order to convert it to a final offer of admission.
6. Schools and colleges of podiatric medicine will not extend a final offer of admission, including a request for deposit or a matriculation agreement, prior to the receipt of an official MCAT, US DAT, or USMLE Step 1 standardized test score. An official score is accepted only through the AACPMAS program.
7. Once a final offer of admission has been extended, applicants will be requested to submit any necessary documents, including a deposit, according to the following schedule:
  - Through January 31, allow 30 days for candidates to respond to offers of admission; and
  - Between February 1 and May 31, allow 14 days for candidates to respond to offers of admission; and
  - After June 1, candidates may be asked for an immediate deposit.
8. Each school or college's acceptance deposit shall not exceed \$1000. If the applicant enrolls at the college, the school or college is encouraged to credit the deposit toward tuition.
9. Schools and colleges will begin reporting through their WebAdMIT school portal to AACPM all official admissions actions for the current application cycle within thirty (30) days of each action.
10. Schools and colleges are expected to continue to monitor their admission policies and practices for compliance with their educational and training institutions' fair practice policies.

### **III. Student Responsibilities**

1. Applicants are expected to become familiar with admissions requirements, follow application procedures and meet all deadlines at each institution to which they apply.
2. Applicants are responsible for the collection and timely submission of letters of evaluation, transcripts, standardized exam scores and applicable fees.

3. Applicants are responsible for reporting and updating any changes in the initially submitted application (e.g., address, email, academic status, and state of residence)
4. Applicants are responsible for responding promptly to all interview invitations and offers of admissions (either to accept or decline).
5. Applicants who have made a final decision regarding the podiatric medical school or college they plan to attend have an obligation to promptly withdraw their applications from all other schools. After March 1<sup>st</sup>, AACPM will promptly begin notifying the podiatric medical schools and colleges of the names of candidates who continue to hold one or more places at other schools or programs. Candidates should be advised that each of the podiatric medical schools/colleges have different internal policies that address the issue of holding multiple deposits which may include, but is not limited to, rescinding confirmed offers of admission. Please pay careful attention to the communications from each of the schools/colleges at which you hold a deposit and follow the instructions accordingly.

Approved by the Board of Directors, July 2010  
Amended by the Board of Directors, March 2011  
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