



Charles R. Drew University of Medicine and Science
"A Private University with a Public Mission"

ADMISSIONS COMMITTEE POLICY

POLICY: # 320.2A

Supersedes: 6/23/21

Issuing Officer: Dean, College of Medicine
Responsible Office: Faculty Executive Board
Effective Date: 9/25/24
Next Review Date: 9/25/27

I. PURPOSE:

The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of medical schools to stipulate that final responsibility for accepting students to a medical school rests with a formally constituted admission committee. The authority and composition of the committee and the rules for its operation, including voting privileges and the definition of a quorum, are specified in bylaws or other medical school policies. Faculty members constitute the majority of voting members at all meetings. The selection of individual medical students for admission is not influenced by any political or financial factors (LCME Element 10.2)

II. POLICY STATEMENT:

The final responsibility for accepting students to the Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) Medical Degree (MD) Program rests with the formally constituted Admissions Committee. It is the responsibility of the Admissions Committee to accept students who are committed to the goals of the institution and actively support the mission of CDU. It is the responsibility of the Admissions Committee to ensure that the high standards and class diversity that we value at CDU are reflected in incoming classes.

III. POLICY:

Admissions Committee Charge Per COM Bylaws:

The Admissions Committee is charged to select candidates for admission to the MD Program and guarantee the selection of prospective medical students for admission is not influenced by any political or financial factors.

Composition of the Admissions Committee

The Admissions Committee consists of the following:

- *Faculty members voted on by the FEB and appointed by the dean (8 voting):*
 - *members represent the basic sciences*
 - *members must represent the clinical sciences*
 - *members must represent research*
 - *members must represent the community*
- *Medical school administrators (3 non-voting):*
 - *Chair*
 - *Vice Chair*
 - *Associate Director of Admissions*
- *Student members appointed by the chair:*
 - *As the COM matures, the Admissions Committee will include one third-year and two fourth-year medical student reps with one vote for each year.*
 - *One alternate student from the third or fourth year class.*
 - *Students may self-nominate or be nominated by their peers. Students must be in good academic standing. The Chair and Associate Dean of Admissions and Student Affairs will select the student representatives for each year.*

Vacant faculty positions on the Admissions Committee are voted on by the FEB. All faculty will be notified by the chair of the Admissions Committee of available positions on the Admissions Committee. Faculty may nominate others or be self-nominated for a position. Letters of appointment are sent annually to all members of the Admissions Committee by the chair. Member terms last for three years and will be staggered to provide continuity. Committee appointments may be renewed for six years.

Admissions Committee Charge

The COM MD Program Admissions Committee is charged to select candidates for admission to the COM of Charles R. Drew University of Medicine and Science MD Program and guarantee the selection of prospective medical students for admission is not influenced by any political or financial factors.

The Dean will not have any authority, review, or input into individual offers of admission. The CDU Board of Trustees members, state and local politicians, family members, relatives, personal friends, or business associates of donors, faculty, administrators, and alumni or their relatives will not receive consideration beyond that of the general applicant pool.

Rules for Admissions Committee Operation

- *The Committee will evaluate the qualifications of applicants with the goal to select candidates desiring to improve the health of medically underserved communities; candidates with backgrounds diverse in both education and experience; candidates with strong interpersonal skills, professionalism and cultural competence; candidates willing and eager to collaborate with a variety of health care professionals; candidates with personal ethics, integrity, creativity, empathy, critical thinking skills and the desire to advocate for patients and the community.*

- *The Committee will annually review the requirements to enter medical school, selection criteria, admissions policies, and general procedures. This will include a review of academic progress of admitted students in order to understand the factors that contribute to lack of academic success.*
- *Committee members will attend annual Admissions Committee member orientation and training.*
- *Committee members will review the Admissions Committee Conflict of Interest Policy and sign an attestation that the member understands and agrees with this process.*
- *Committee members will conduct applicant interviews at a minimum of three times per interview season.*
- *The Admissions Committee will annually distribute a summary of decisions in aggregate to the dean, the Faculty Executive Board, and department chairs.*

Committee Meetings, Voting, and Quorum Guidelines

The Admissions Committee meets monthly or as often as needed during the admissions cycle. A quorum for the Admissions Committee is defined as at least half plus one of the voting members. Over half of the voting members must represent faculty from the COM. A vote will not take place if the quorum is not achieved.

Ranking Process and Final Decisions

1. *The Admissions Committee reviews the cumulative recommendation scores of the interviewed applicant, including the assessment by the interviewers, and based on this information, votes to accept the score submitted.*
2. *The Admissions Committee accepts the interview scores of who interviewed the applicant as final.*
3. *If the members do not agree on a score, the Admissions Committee reviews the complete application and after deliberation votes on a rescoring of the applicant.*
4. *The Admissions Committee ranks applicants based on their coursework and extracurricular activities. Offers of admission are made to applicants using the rank list created. The Admissions Committee accepts desirable candidates based on the school's mission and diversity goals, those not initially accepted remain on the rank list until July 1.*
5. *The Admissions Committee maintains a ranked waitlist of qualified candidates. Those who do not receive an initial letter of acceptance (offer) will be placed on a waitlist. Offers will be made from this waitlist to fill positions that become vacant when an applicant declines admission. Applicants not placed on the waitlist will receive a letter stating they were not accepted. The assistant dean and vice chair are charged by the Admissions Committee to use the waitlist to fill spots as they become vacant.*
6. *The final decision regarding which applicants will be offered admission resides with the Admissions Committee.*
7. *When a final class is assembled, the Admissions Committee receives a report, including how many waitlist individuals were admitted.*

IV. APPLICABILITY:

The faculty, students, and staff of the CDU COM are responsible for knowing this policy and its procedures.

V. DEFINITIONS:

- Faculty Executive Board (FEB): The FEB of the College of Medicine is an entity made up solely of faculty members of the College with the exception of Deans. It is a forum for “shared governance” and is the highest elected forum for Faculty matters within the College. The Faculty Executive Board serves as an advisory body to the Dean in the administration and management of the College.
- Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the faculty to oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.
- Final responsibility for accepting students rests with a formally constituted admissions committee: Ensuring that the sole basis for selecting applicants for admission to the medical education program are the decisions made by the faculty committee charged with medical student selection in accordance with appropriately approved selection criteria. (LCME Element 10.2)
- Admission requirements: A comprehensive listing of both objective and subjective criteria used for screening, selection, and admission of applicants to a medical education program. (LCME Standard 10)

VI. RELATED POLICIES:

- Admissions Committee Membership
- Admissions Committee Conflict of Interest Policy
- Admissions Committee Conflict of Interest Attestation
- Student Selection Policy
- COM Educational Conflict of Interest Policy

VII. RELATED LINKS:

- Admissions Committee Website
- LCME Standards, Publications, & Notification [Forms](#)

VIII. POLICY HISTORY:

Review Dates:	Change Description:
6/23/21	New policy. Reviewed by the Admissions Committee on 6/22/21 and approved by the Faculty Executive Board on 6/23/21
9/25/24	Reviewed by the Admissions Committee with changes in number of faculty members per category and approved by the Faculty Executive Board on 9/25/2024