



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

STUDENT SELECTION POLICY

POLICY: # 320.3a

Supersedes: 320.3a version 6/22/21

Issuing Officer: Dean, College of Medicine
Responsible Office: Office of Medical Education
Effective Date: 9/23/24
Next Review Date: 9/23/27

I. PURPOSE:

The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of the faculty of a medical school to establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.

II. POLICY STATEMENT:

The Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) Medical Degree (MD) Program Admissions Committee selects individuals who are considered the best qualified for the study and practice of medicine from those who meet our requirements. We seek applicants from a variety of backgrounds who have unique experiences and interests. This policy establishes the guidelines and procedures for the selection of medical students to the COM MD Program. (LCME Element 10.3)

III. PROCEDURES:

Steps for Student Selection

Preliminary Screening

Applicants apply to the MD Program through the American Medical College Application Service (AMCAS). The assistant and associate deans of student affairs review the standard AMCAS medical school application administered by the AAMC. They invite all qualified applicants to submit a secondary application.

Selection for the Interview

The secondary application file will be electronically sent via the WebAdmit system to the screening members of the Admissions Committee who perform a secondary screening using a rubric established by the Admissions Committee. The secondary screeners recommend the applicant for an interview or reject the applicant.

Interviews

Applicants selected for an interview must meet criteria established by the Admissions Committee. Each applicant will have two, 20-minute interviews with trained members the COM (e.g., Admission Committee members, faculty, residents, and staff). These interviews may be conducted either virtually or in person. The interviewer will evaluate each candidate and document their assessment and score of the applicant in interviewer web-based platform. All candidates will be assigned to an Admissions Committee reviewer who will present the overall picture of the candidate to the full Admissions Committee at selection meetings.

Acceptance Decision

The selection process is guided by the AAMC's principles of holistic review which incorporate a method of assessing an applicant's qualifications by which balanced consideration is given to the collective preparatory experiences, personal attributes, and academic metrics of each candidate. The Admissions Committee meets to review the admission files of each interviewed applicant. At the committee meeting, the applicant's file is presented and reviewed by the entire committee. Each committee member votes on each candidate whether to approve or not approve a candidate. Following the vote, the assistant dean of student affairs or the associate director of admissions prepares a spreadsheet of the results of each candidate presented at the meeting and forwards it to the Admissions Committee chair for review and approval.

Offers of Admission

The associate director of admissions prepares the offer letters based on the order an applicant appears on the voting spreadsheet tally on the approved committee list. The chair or vice chair of the Admissions Committee sign all admission letters. Included with the admission letters, students will receive a packet of acceptance materials which include information on health and disability insurance, financial aid, health clearance, housing, and next steps to enrollment as well as the MD Program Technical Standards. All final decisions on an applicant's status will be sent via email to the address she or he provided on the AMCAS file.

Those who do not receive an initial letter of offer will be placed on a waitlist based on his/her rank order number. Offers are made from this waitlist based on rank order number to fill positions that become vacant when an applicant declines admission. Applicants who are not placed on the waitlist receive a letter stating they were not accepted into the MD Program. The associate director of

admissions; chair; and vice chair are charged by the Admissions Committee to use the waitlist to fill spots as they become vacant.

IV. APPLICABILITY:

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

V. DEFINITIONS:

- *Holistic Review* refers to mission-aligned admissions or selection processes that consider applicants' experiences, attributes, and academic metrics and the value an applicant would contribute to learning, practice, and teaching. Holistic Review allows admissions committees to consider the "whole" applicant, rather than disproportionately focusing on any one factor. The core principles of holistic review are outlined on the AAMC website.
- *Admissions Committee* is charged to select candidates for admission to the COM of CDU MD Program and guarantee the selection of prospective medical students for admission is not influenced by any political or financial factors.

VI. RELATED POLICIES/FORMS:

- *Admissions Committee Conflict of Interest Policy*
- *Admissions Committee Conflict of Interest Attestation*
- *Rubrics: Primary, Secondary, and Interview*

VII. RELATED LINKS:

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

VIII. POLICY HISTORY:

Review Dates:	Change Description:
6/22/21	New Policy. Approved by the Admissions Committee on 6/22/21
9/23/24	Policy reviewed with updates to the steps to student selection.
10/3/24	Policy reviewed by CDU Policy Committee – no conflict with university policies.