



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

ADMISSIONS COMMITTEE POLICY
CDU Policy 320.2a
Issuing Officer: Dean of College of Medicine
Responsible Office: College of Medicine
Date Reviewed by the Admissions Committee: 6/22/21
Date Approved by the Faculty Executive Board: 6/23/21
Date of Dean's Final Approval: 6/24/21
Revised Date/Review Date (at least 3 years from Effective Date): To be reviewed 6/23/2023
Supersedes (if necessary): N/A

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. Committee members are charged and appointed annually by the chair, in consultation with the Faculty Executive Board (FEB), and membership includes faculty members, administrators, and students. Faculty members represent the majority of voting members.

COMPOSITION OF THE ADMISSIONS COMMITTEE

The Admissions Committee consists of 17 voting members, including the following:

- Faculty members voted on by the FEB and appointed by the dean (11 total):
 - Three members must represent the basic sciences
 - Three members must represent the clinical sciences
 - Three members must represent research
 - Two members must represent the community
- Medical school administrators appointed by the dean (3 total):
 - Chair
 - Vice chair
 - Director of Medical Student Recruitment, Admissions, and Retention
- Student members appointed by the chair (3 total and 1 alternate):
 - As the COM matures, one second-year, one third-year, and one fourth-year medical student elected by their peers and in good standing will join the committee as voting members.
 - One alternate student from the second, third, or fourth year class.

Faculty member vacancy 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 be nominated or submit themselves 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. Appointment may be renewed for a total of 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.

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 of the Admissions Committee is defined as a minimum of eight Admissions Committee members of which five must be faculty. No vote is held unless a quorum is present.

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. The Admissions Committee accepts the interview scores of who interviewed the applicant as final. 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. The Admissions Committee then ranks applicants based on their coursework and extra-curricular 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 April 30th.
- 2) The Admissions Committee maintains a ranked waitlist of qualified candidates. Those who do not receive an initial letter of 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 who are not placed on the waitlist will receive a letter stating they were not accepted. The director of MS recruitment, admissions, and retention; chair; and vice chair are charged by the

Admissions Committee to use the waitlist to fill spots as they become vacant.

- 3) The final decision regarding which applicants will be offered admission resides with the Admissions Committee.
- 4) When a final class is assembled, the Admissions Committee should receive a report, including how many waitlist individuals were admitted.

DEFINITIONS

- 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)

RELATED INFORMATION

- Admissions Committee Website
- Admissions Committee Membership
- Admissions Committee Conflict of Interest Policy
- Admissions Committee Conflict of Interest Attestation
- Student Selection Policy
- COM Educational Conflict of Interest Policy
- LCME Standards, Publications, & Notification Forms <https://lcme.org/publications/>

Review History:	Change Description:
5/3/2023	Updated with new university policy number and upcoming review date which is two years from approved date